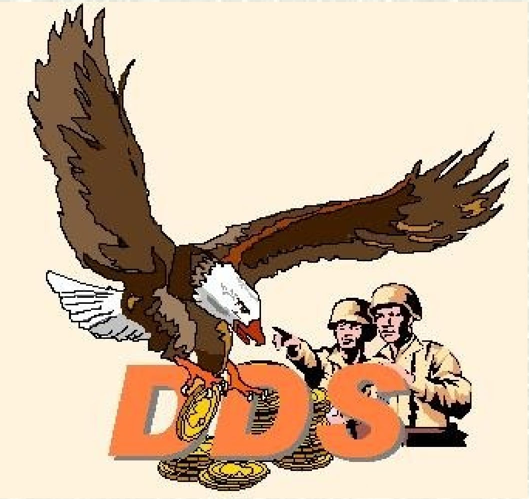
US ARMY FINANCIAL MANAGEMENT COMMAND



OTCnet℠
Deposits Made Simple

Cashier Training

United States Army Financial Management Command (USAFMCOM)
Operational Support Team

AGENDA

- Action, Condition, Standard
- What is Disbursing?
- Disbursing Personnel
- Disbursing Office Set-Up
- Module 1 – Systems Background/ Access
  - What is DDS?
    - DDS/Disbursing Sites
    - Log-in/Access DDS
    - DDS Main Menu Screen
    - DDS Function Keys
    - Accepting An Advance of Funds

AGENDA (cont.)

  - **What is OTCnet?**
    - **OTCnet Overview**
    - **Different OTCnet Processing Situations**
    - **Negotiable Instruments**
    - **Log-in/ Access OTCnet**
  - **What is EC/SVC?**
    - **EagleCash SVC Cards**
    - **EagleCash User Capabilities**
    - **EC/SVC Card Management**
    - **EagleNotes**
    - **Log-in/ Access EagleCash**
- **Module 2 – System Transactions**
  - **Negotiable Instrument Procedures – OTCnet**

AGENDA (cont.)

- Negotiable Instrument Procedures – DDS
- Negotiable Instrument Procedures – Voided Check
- EagleCash Card Process – EC/SVC
- EagleCash Card Process – DDS
- EagleCash Card Point Of Sale Process – EC/DDS
- Merchant POS Collection – EC/DDS
- DDS Transactions
  - File Processing Menu
  - DDS Processing Functions
    - Exchange Transactions
    - Disbursements
    - Collections
  - Backout Procedures

AGENDA (cont.)

- Module 3 – End Of Day System Close-Out
  - OTCnet End of Day Processing
  - EC/SVC End of Day Processing
  - DDS End of Day Processing
  - Create/Retrieve A Remote File Transfer (RFT)
  - DDS Help Menu
  - OTCnet Help Menu
  - DDS Help Desk Information (DDS, OTCnet, EC)
  - Practical Exercise

ACTION, CONDITION, STANDARD

- **ACTION:** Perform cashier operations utilizing the functional financial systems within disbursing.

- **CONDITION:** You have a requirement to process transactions and close your daily business using a computer loaded with the Deployable Disbursing System (DDS), Eaglecash (EC)/Stored Value Card, and Over The Counter Channel Application software (OTCnet), the DoDFMR Volume 5, DDS Manual, EC Manual, OTCnet Manual, local standard operating procedures, standard office supplies, and equipment.

- **STANDARD:** The students will have successfully conducted cashier operations utilizing the DDS, EC, and OTCnet, and receive a GO on the following actions:

  1. Properly receive/return agent funds.
  2. Properly input exchange transactions, collections, and disbursements.
  3. Properly close daily business in all systems

WHAT IS DISBURSING?

Disbursing is defined as an operation that pays out expenditures, processes collections and reimbursements, and provides exchanges of funds.

=

DISBURSING PERSONNEL

- **Disbursing Officer (DO)** – is an individual acting under formal appointment that is accountable as the account (DSSN) holder. All transactions are completed under the account holder. (SF 1219)

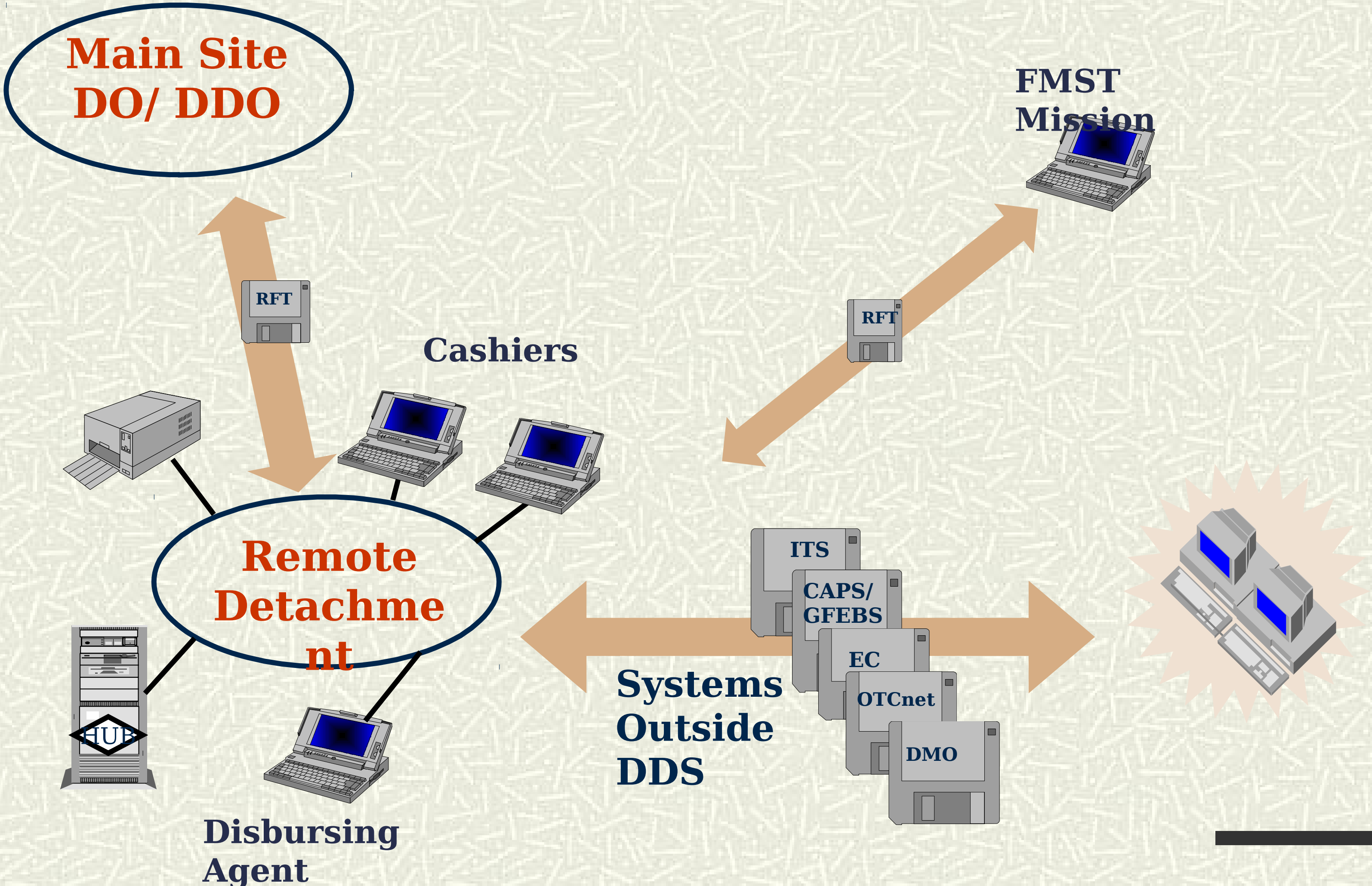
- **Deputy Disbursing Officer (DDO)** – is an individual acting under formal appointment to perform any duty relating to public funds in the name of and for the account of the DO. Maintains the central location of the account holder's vault, prepares the account holder's end of month reports. Responsible for reporting any abnormality within the DSSN. (DD Form 2657)

- **Disbursing Agent (DA)** – is an individual acting under formal appointment to perform any duty relating to public funds in the name of and for the account of the DO. (DD Form 2665)

- **Certifying Official (CO)** – is an individual under formal appointment by an external official outside of disbursing to certify that payments are proper and just.

- **Cashier** – is an individual designated by the DO to perform disbursements, collections, and accounting responsibilities. (DD Form 2665)

DISBURSING OFFICE SETUP



Main Site
DO/ DDO

FMST
Mission

Cashiers

Remote
Detachment

Systems
Outside
DDS

Disbursing
Agent

RFT
RFT
HUB
ITS
CAPS/
GFEBS
EC
OTCnet
DMO

MODULE I – SYSTEMS BACKGROUND/ACCESS

- What are the financial systems for cashiers within disbursing?
  - Deployable Disbursing System (DDS)
  - Over The Counter Channel Application (OTCnet)
  - EagleCash/ Stored Value Card (EC/SVC)

WHAT IS DDS?

- Windows based, automated disbursing system based on the **DoDFMR, Volume 5**; it is NOT an Excel Spreadsheet or Access Program.
- Developed for use in tactical and OCONUS operations; now stateside as well.
- Data is front loaded at the source; designed for single source input from the point of origin to the accounting system and to the accountability reports.
- Can be operated as a stand alone computer, or over a network. Remote sites can be operated and integrated with the main site by the use of disks, WSFTP, e-mail, or AKO Knowledge Center.
- Has Multiple Interfaces (OTCnet, EC, CAPS/GFEBS, ITS, DJMS/DMO).
- Myth: Unforgiving; hard to work with.

DDS/DISBURSING SITES

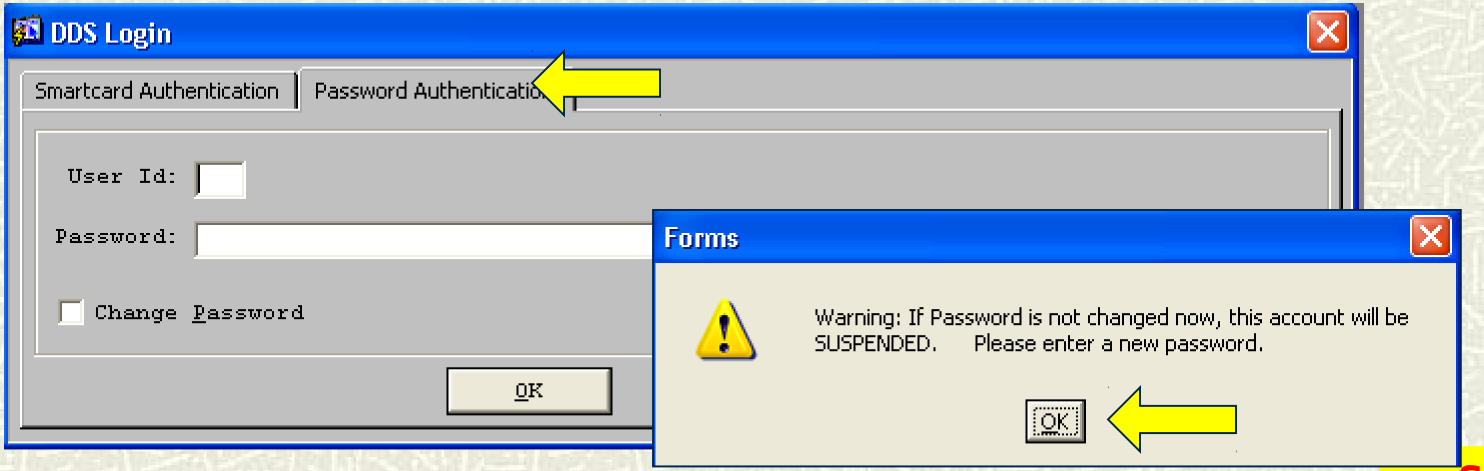
- **MAIN SITE** – The DO and DDO is located at the main site. All funds are centralized under each DSSN.
  - Kandahar, Afghanistan
  - Bagram, Afghanistan

- **REMOTE SITE** – The DA is located at the remote site. The DA is assigned a portion of the DO funds.
  - Camp Buehring, Kuwait
  - Kabul, Afghanistan

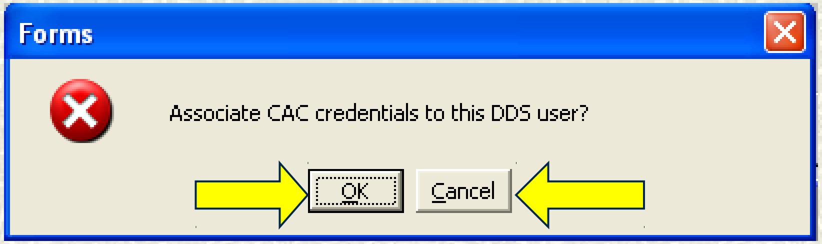
- **FMST/STAND-ALONE** – A cashier is advanced funds as part of a team on behalf of a DDO/DA and is away from the main or remote site. The team is mobile and can go anywhere to provide service to Soldiers on the battlefield.

- **CLIENT** – A system that has been set-up to map into another computer’s database (DDO or DA). This system is normally used by a cashier when conducting normal day-to-day operations.

LOG-IN/ACCESS DDS


DDS Login
Smartcard Authentication
Password Authenticati
User Id:
Password:
☐ Change Password
OK
Forms
OK

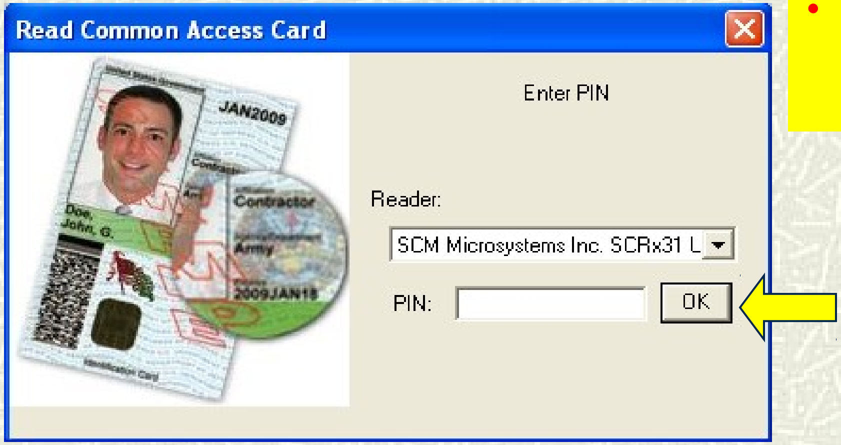
Warning: If Password is not changed now, this account will be SUSPENDED. Please enter a new password.


Forms
OK
Cancel

Associate CAC credentials to this DDS user?

- Selecting "Cancel" will not associate the user's CAC card to DDS.
- Selecting "OK" will display the "Read Common Access Card" screen.

LOG-IN/ACCESS DDS (Cont.)



Read Common Access Card

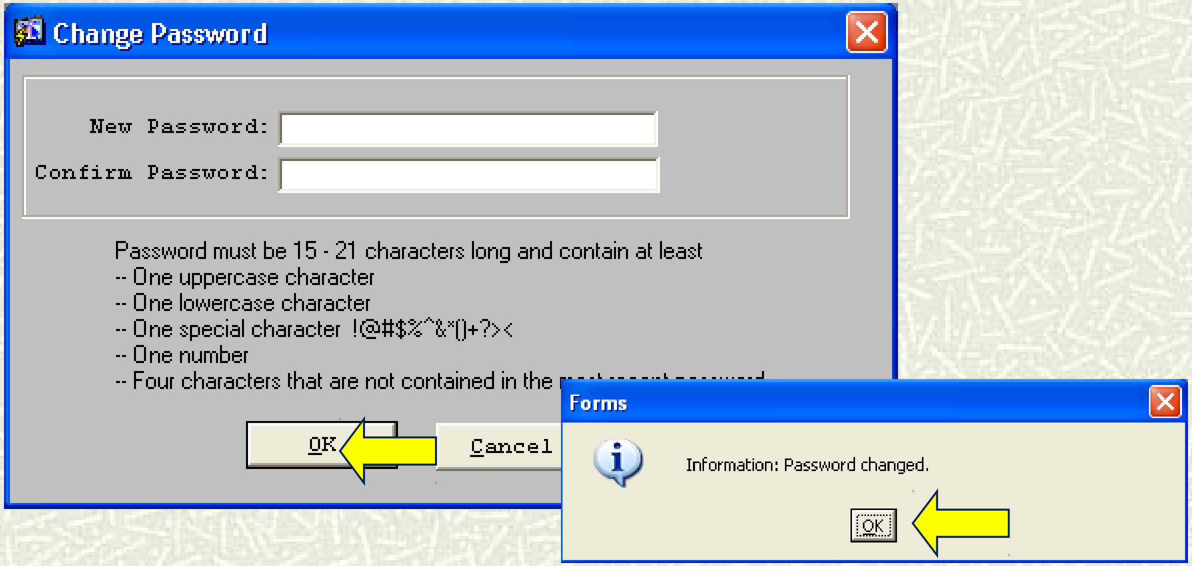
Enter PIN

Reader: SCM Microsystems Inc. SCRx31 L

PIN:

- **If "ok" was selected.**

- **Select appropriate CAC reader (ensure CAC is inserted).**
- **Enter PIN.**
- **Select "OK."**
- **The "Change Password" screen will display.**



Change Password

New Password:

Confirm Password:

Password must be 15 - 21 characters long and contain at least
-- One uppercase character
-- One lowercase character
-- One special character !@#$%^&*()+?><
-- One number
-- Four characters that are not contained in the

Forms

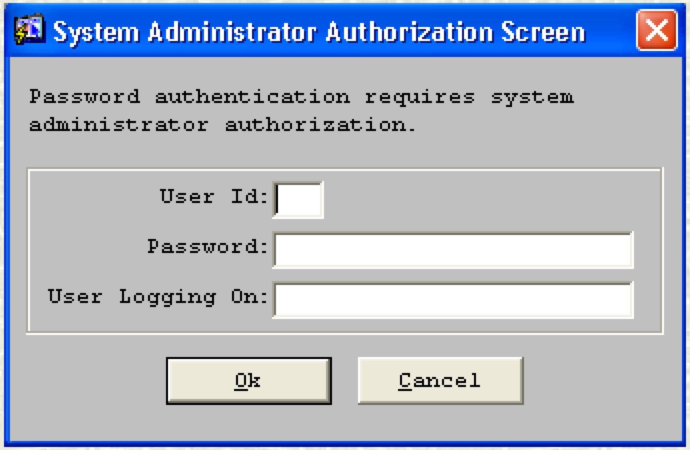
Information: Password changed.

Password must be 15-21 characters.

Default Password for new users: NEW$1USERnew$1user

****Must not contain profanity**

LOG-IN/ACCESS DDS (Cont.)



System Administrator Authorization Screen

Password authentication requires system administrator authorization.

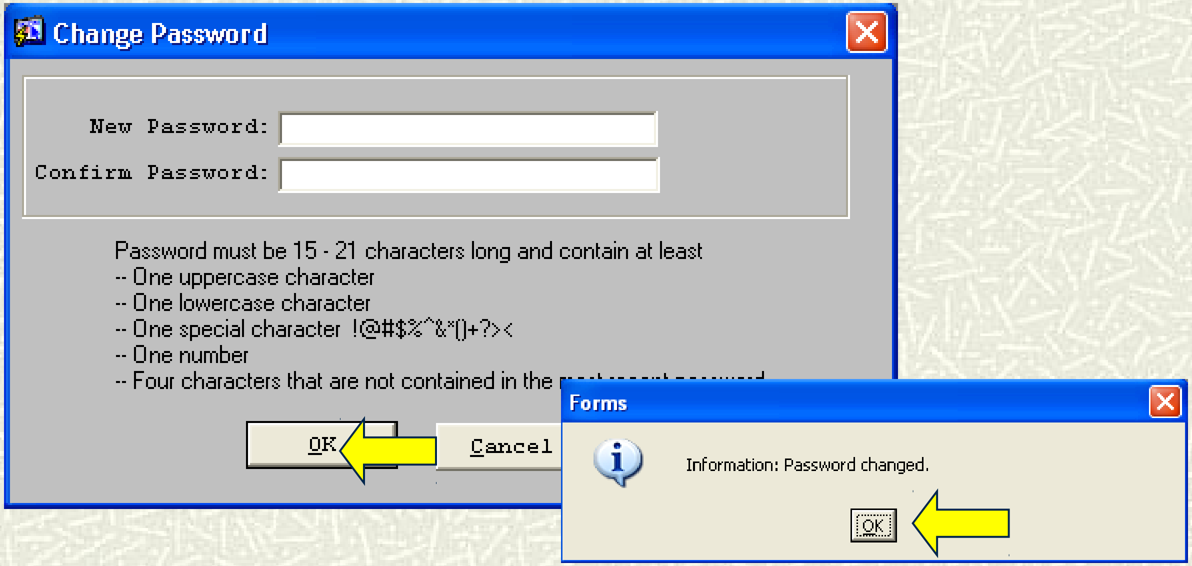
User Id:

Password:

User Logging On:

- **If "cancel" was selected.**

- **A user with system admin capabilities will be needed to override the CAC card usage.**



Change Password

New Password:

Confirm Password:

Password must be 15 - 21 characters long and contain at least
-- One uppercase character
-- One lowercase character
-- One special character !@#$%^&*()+?><
-- One number
-- Four characters that are not contained in the

Forms

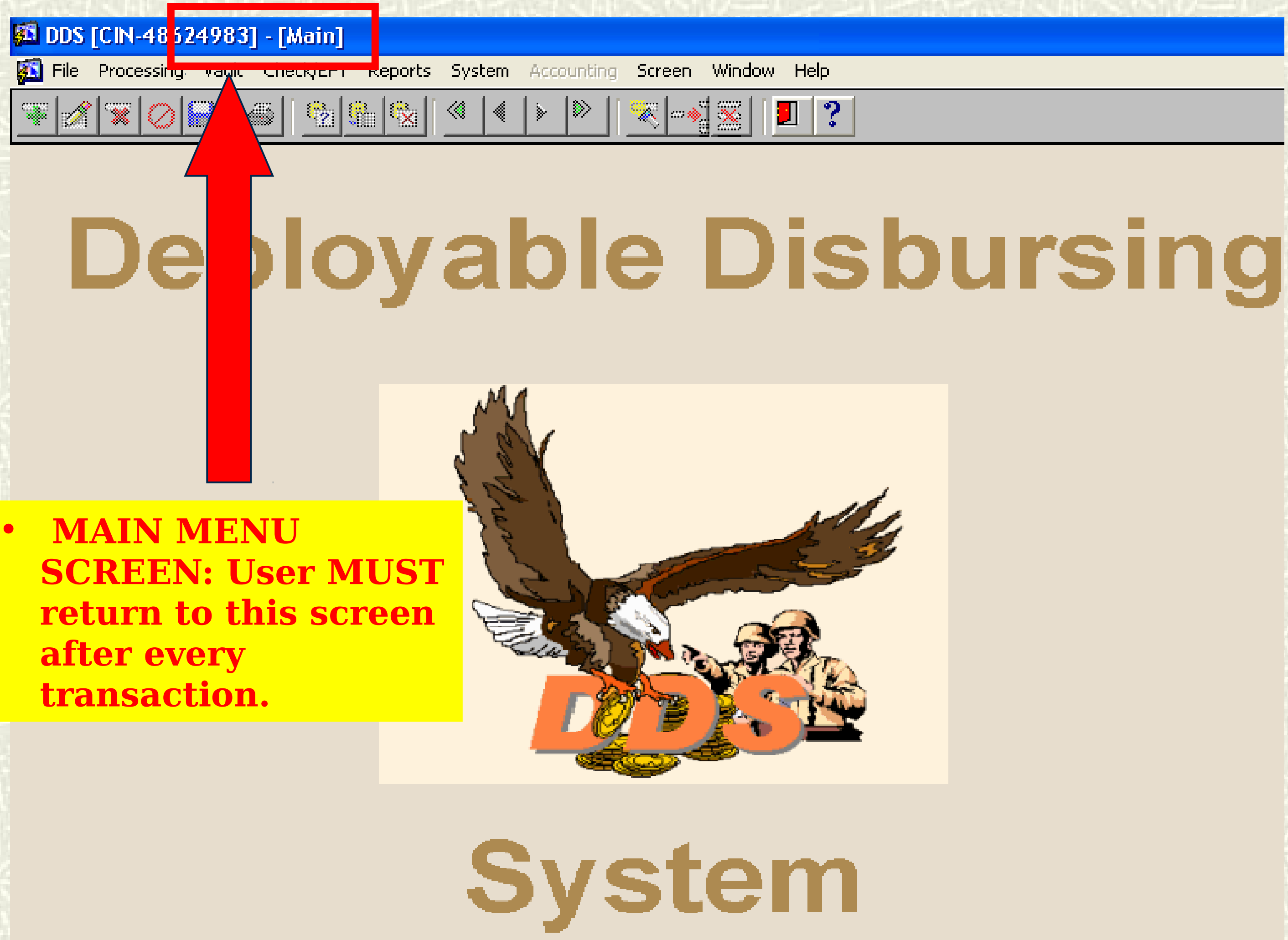
Information: Password changed.

Password must be 15-21 characters.

Default Password for new users: NEW$1USERnew$1user

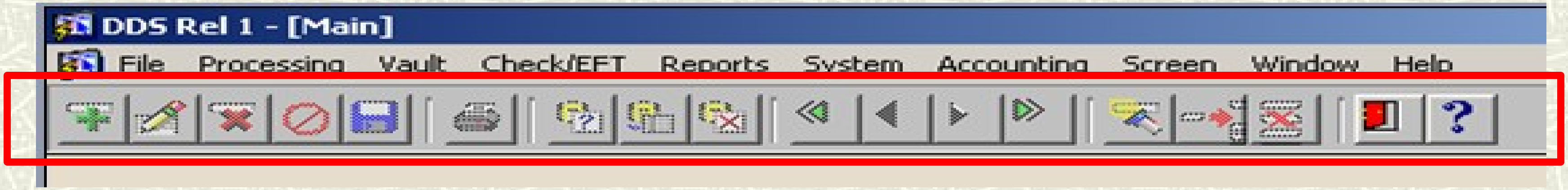
****Must not contain profanity**

DDS MAIN MENU SCREEN


DDS [CIN-48524983] - [Main]
File
Processing
Vault
Check/EFT
Reports
System
Accounting
Screen
Window
Help
Deployable Disbursing
DDS
System

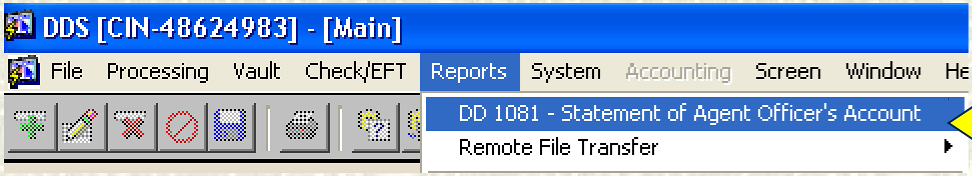
- **MAIN MENU SCREEN: User MUST return to this screen after every transaction.**

DDS FUNCTION KEYS


DDS Rel 1 - [Main]
File
Processing
Vault
Check/EFT
Reports
System
Accounting
Screen
Window
Help

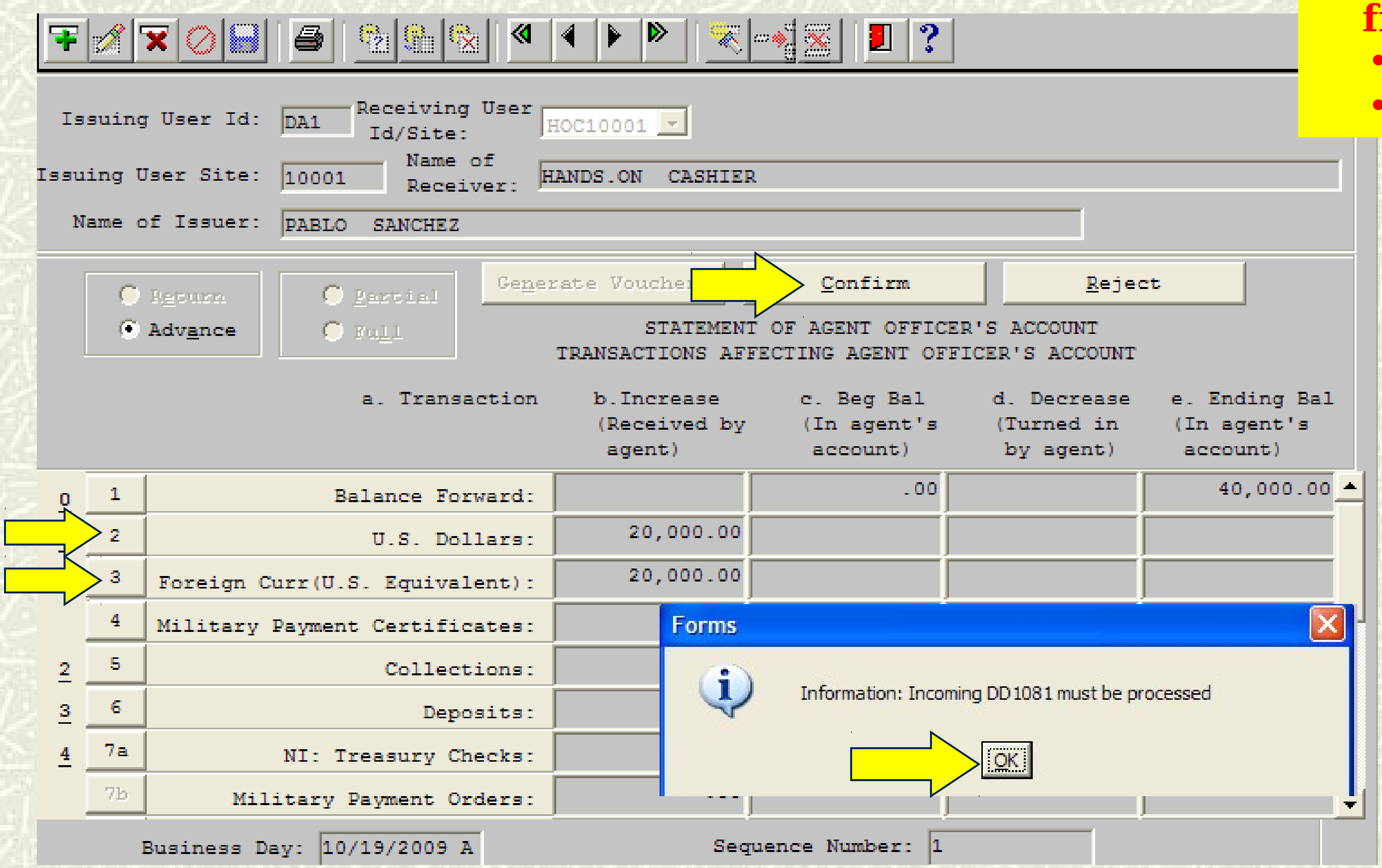
- Add New Record
- Edit Record
- Close Previewer/ Delete Record
- Cancel Fields
- Save
- Print
- Data Query
- Execute Query
- Exit/Cancel Query
- Move To First Page
- Page forward
- Page back
- Move To Last Page
- Search
- Create Detail Record
- Delete Detail Record
- Exit/ “Red Door Out”
- Help

ACCEPTING AN ADVANCE OF FUNDS (1 of 2)


DDS [CIN-48624983] - [Main]

File
Processing
Vault
Check/EFT
Reports
System
Accounting
Screen
Window
He
DD 1081 - Statement of Agent Officer's Account
Remote File Transfer

- **In order to process transactions, the cashier must first accept their funds from the DA.**
  - **Reports**
  - **DD 1081**


Issuing User Id: DA1

Receiving User Id/Site: HOC10001

Issuing User Site: 10001

Name of Receiver: HANDS.ON CASHIER

Name of Issuer: PABLO SANCHEZ

○ Return
● Advance

○ Partial
○ Full

Generate Voucher
Confirm
Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

		a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0	1	Balance Forward:		.00		40,000.00
	2	U.S. Dollars:	20,000.00			
	3	Foreign Curr(U.S. Equivalent):	20,000.00			
	4	Military Payment Certificates:				
2	5	Collections:				
3	6	Deposits:				
4	7a	NI: Treasury Checks:				
	7b	Military Payment Orders:				

Business Day: 10/19/2009 A

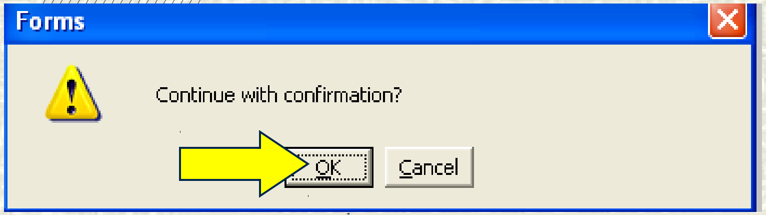
Sequence Number: 1

Forms

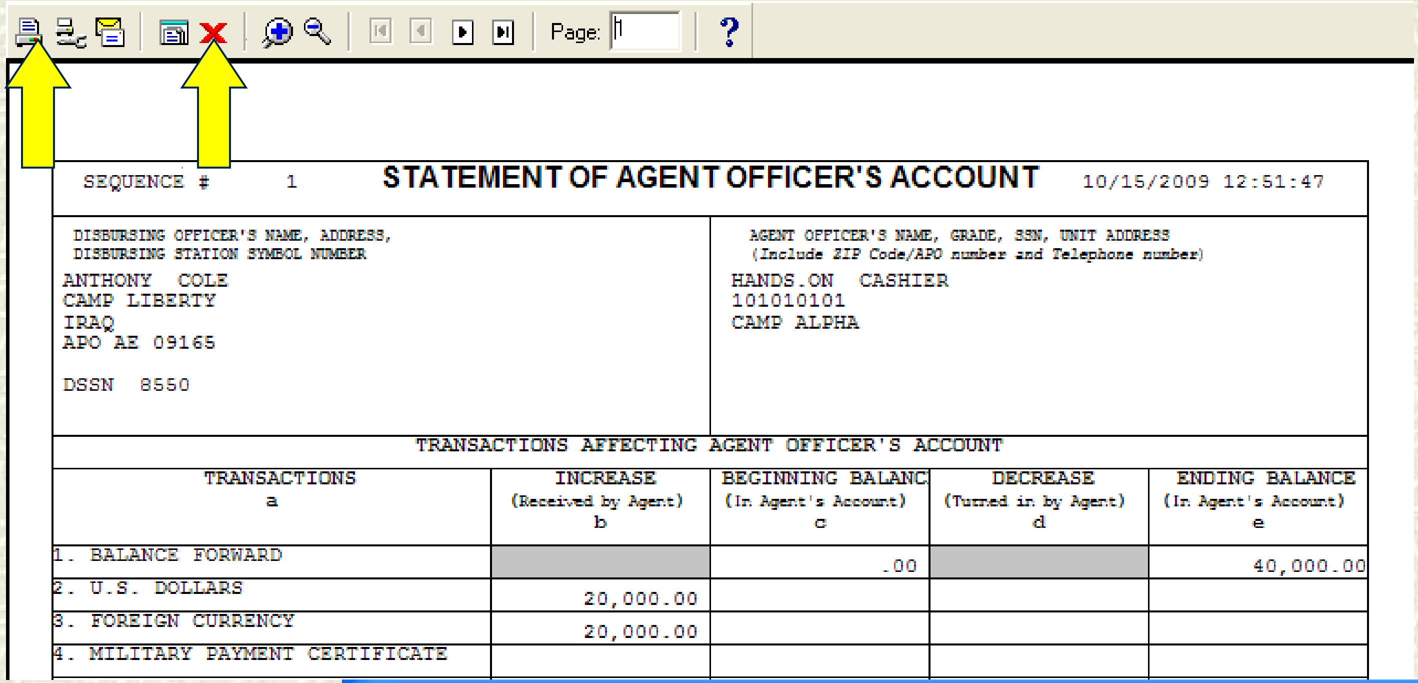
Information: Incoming DD1081 must be processed

ACCESS

ACCEPTING AN ADVANCE OF FUNDS (2 of 2)


Forms
OK
Cancel

Continue with confirmation?

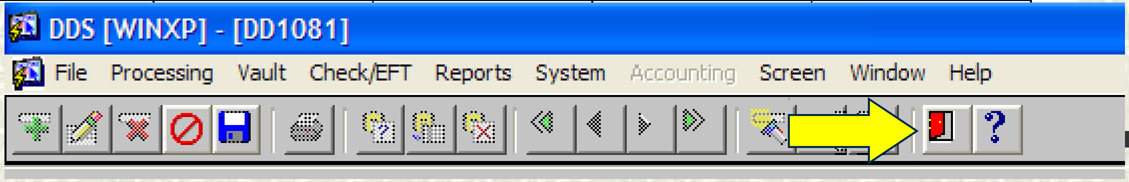


SEQUENCE # 1 **STATEMENT OF AGENT OFFICER'S ACCOUNT** 10/15/2009 12:51:47

DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NUMBER ANTHONY COLE CAMP LIBERTY IRAQ APO AE 09165 DSSN 8550	AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS (Include ZIP Code/APO number and Telephone number) HANDS.ON CASHIER 101010101 CAMP ALPHA

TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

TRANSACTIONS a	INCREASE (Received by Agent) b	BEGINNING BALANC (In Agent's Account) c	DECREASE (Turned in by Agent) d	ENDING BALANCE (In Agent's Account) e
1. BALANCE FORWARD		.00		40,000.00
2. U.S. DOLLARS	20,000.00			
3. FOREIGN CURRENCY	20,000.00			
4. MILITARY PAYMENT CERTIFICATE				


DDS [WINXP] - [DD1081]
File
Processing
Vault
Check/EFT
Reports
System
Accounting
Screen
Window
Help

WHAT IS OTCnet?

- OTCnet is the Treasury/FMS solution to o shopping for all the Over the Counter (OT deposits. OTCnet combines the functiona TGAnet and PCC-OTC by providing one sy for making check and cash deposits.
- Upgrades paper check conversion processing, so that it can be done end to end over the internet without the need for special software.
- It converts paper checks into an Automated Clearing House (ACH) debit against the customer’s bank account.
- It automates, simplifies, and speeds up the entire process; collection and settlement of funds process.
- Provides online reporting and research capability for reconciliation and customer inquiries.
- Makes it easier for customers to do business with the government.
- Complies with the latest security requirements.

OTCnet TERMS

- **Imaging** - Captures a complete electronic image of the check and allows for the retention of a facsimile without retaining a paper copy of the check.

- **Verification** - Verifies that the account upon which the item is written is not closed, or that the check writer does not have a history of writing bad checks.

- **Conversion** - Converts paper checks to electronic debits for processing through the ACH network.

- **Representment** - Resubmits failed items up to 2 additional times. The representments can be timed to occur on specific days of the month (i.e., 1st & 15th).

- **Reporting** - Reporting occurs by batchlists being uploaded within OTCnet. FRB will create a deposit ticket (SF215) and post it to OTCnet, CIR and PIR.

DIFFERENT OTCnet PROCESSING SITUATIONS

- **Person Present** (Point-of-sale)
  - The check scanner is available for use at time of transaction.
  - Face to face transaction with the customer.
  - Customer is given their VOIDED check back at the completion of the transaction.

- **Person Not Present**
  - The check scanner is **not** available for use at time of transaction.
  - FMST missions (checks are brought back to main site for processing).
  - Negotiable Instrument (NI) must be destroyed within 14 business days.

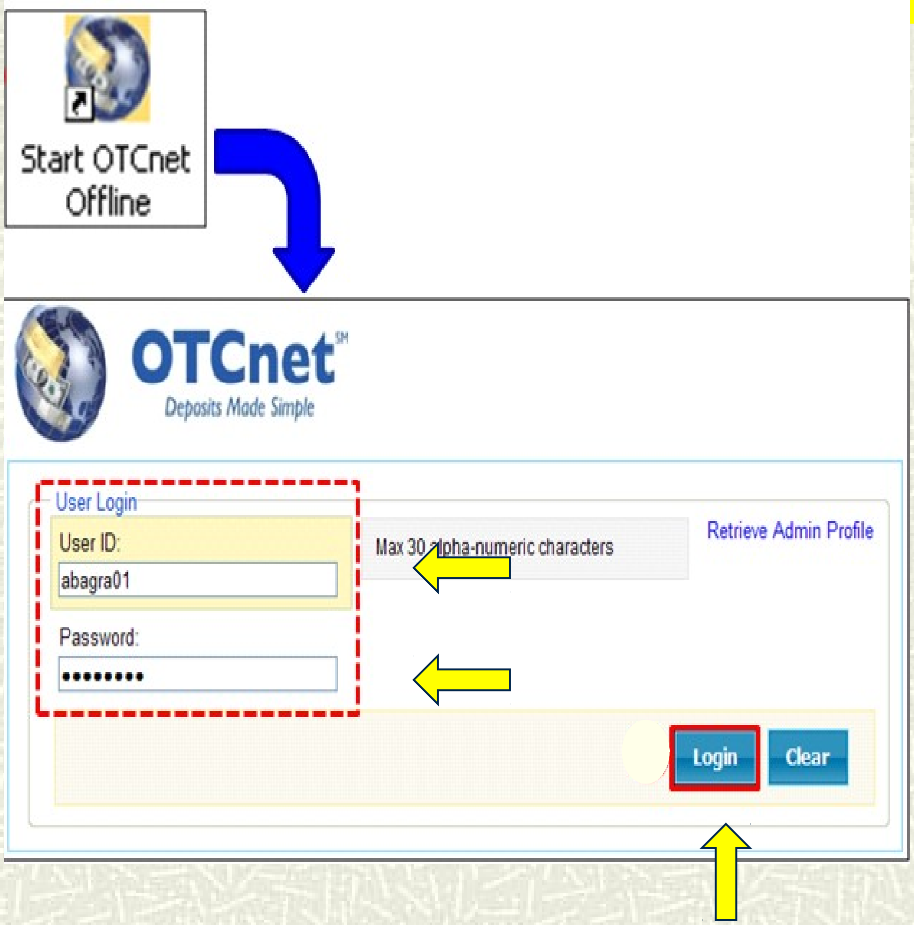
- **Back Office Conversion**
  - The Back Office processing method should be used by finance units that receive the NI in person, then scan the NI at a later time in a controlled, back office environment.

NEGOTIABLE INSTRUMENTS

- What negotiable instruments can be processed in OTCnet?
  - Personal Checks
  - Business Checks
  - U.S. Treasury Checks
  - Cashier’s Checks
  - Credit Card Checks
  - Money Orders
- As long as the item is drawn on a U.S. bank account, it can be processed through OTCnet.
- Do not process Savings Bonds!!

LOG-IN/ACCESS OTCnet

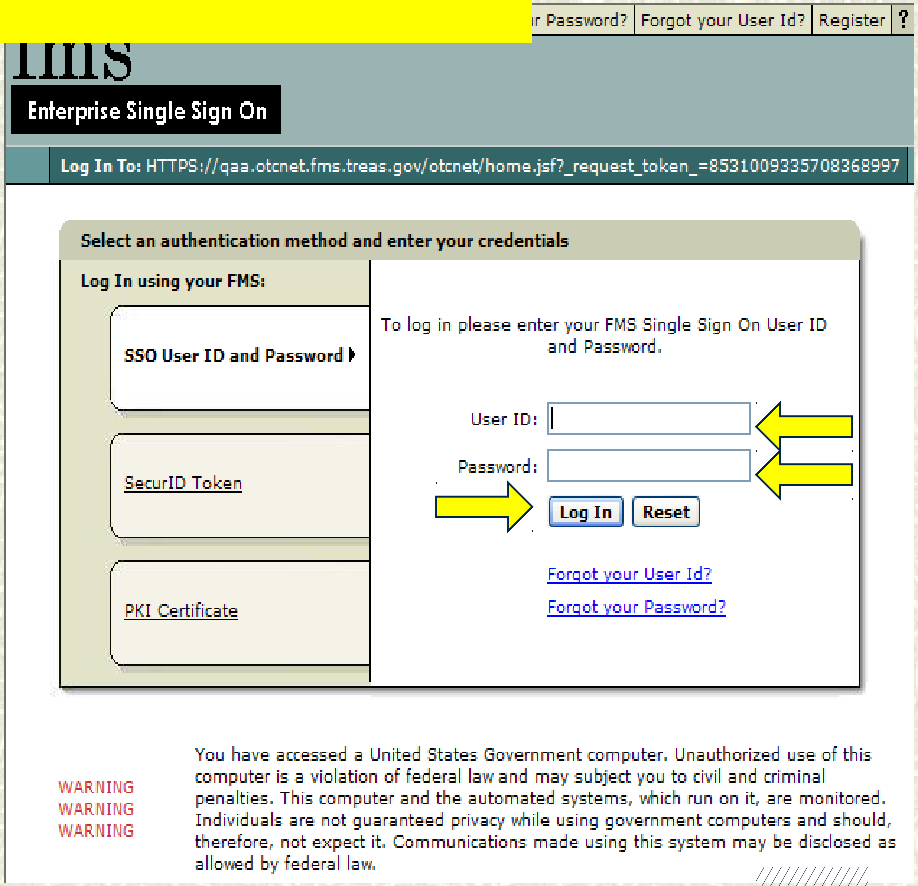
- **User MUST be created prior to accessing OTCnet.**


Start OTCnet Offline
OTCnet℠
Deposits Made Simple
User Login
Retrieve Admin Profile
Login
Clear

User ID: abagra01

Password: ••••••••

Max 30 alpha-numeric characters


r Password? | Forgot your User Id? | Register | ?
fms
Enterprise Single Sign On
Select an authentication method and enter your credentials
Log In using your FMS:
SSO User ID and Password ▸
SecurID Token
PKI Certificate
User ID:
Password:
Log In
Reset
Forgot your User Id?
Forgot your Password?

Log In To: HTTPS://qaa.otcnet.fms.treas.gov/otcnet/home.jsf?_request_token_=8531009335708368997

To log in please enter your FMS Single Sign On User ID and Password.

WARNING
WARNING
WARNING

You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.

WHAT IS EC/ SVC? (1 OF 3)

- Provided for service-members and authorized personnel as a cash management tool to enhance financial flexibility on the battlefield.
- It may be linked to the user’s checking account for funds management.
- Similar in concept to a pre-paid gas, gift, or phone card.
- “Smart Card”- secure computer chip stores and processes “electronic currency.”

WHAT IS EC/ SVC? (2 OF 3)

- Provides deployed personnel “24/7” fee-free access to personal funds.
- Issued by Financial Management units with cardholder’s financial data and a PIN that is set by cardholder. (CONUS/OCONUS SRP sites, MOB sites, and DMPO’s)
- An amount loaded (withdrawal) onto the card from the EC/SVC kiosk represents writing an “electronic check” from the cardholder’s bank account. Transactions will post to the account within 48 hours.
- No “on-line” telecom requirement as transactions are processed “off-line.”

WHAT IS EC/ SVC? (3 OF 3)

- Solves multiple business objectives:
  - Convert cash and paper transactions to electronic.
  - Reduce cash handling costs.
  - Automates administrative processes.
  - Reduce risk of loss/theft.
  - Speed transaction times.
  - Auditable.

- Supports the President’s Agenda for Electronic Commerce; aligned with DOD and Treasury Transformation Initiatives.

- Proven U.S. Military application: since inception, over 4.9 million cards have been issued and over $5.1B in electronic value has been loaded. (as of Sep 2011)

EC/ SVC CARDS

CUSTOMER CARD
($9,999.99)

MERCHANT DEPOSIT CARD
$100,000.00)

EagleCash
Deposit Card
EAGLE CASH

AGENT CARD
($20,000.00)

EagleCash
AgentSVC Card
For Official Use Only
EAGLE CASH

EC USER CAPABILITIES

- Load funds up to $350.00 per day.
  - Funds loaded on card by Finance.
  - Funds pulled from linked bank account at Kiosk via electronic funds transfer (EFT).
- Unload funds up to the full amount on the card.
  - Funds removed (cash given) by Finance.
  - Funds deposited to the linked bank account via EFT.
  - Funds reduced by local purchases made with card.
- Card to Card transfer up to the full amount of funds to another EC/SVC

Ready When You Are!
NO EXIT
NO EXIT

EC/SVC CARD MANAGEMENT

- **Card Issuance** – The Disbursing Agent is overall responsible for the issuance of the EC/SVC cards to the cashier or Customer Service representative.

- **Card Security** – EC/SVC cards must be treated in the same manner as cash; should be secure at all times.

- **End of Day Process** – The cashier should return unissued EC/SVC cards, the Issuance Report, and completed DD Forms 2887 to the Disbursing Agent.
  - The Issuance Report along with the supporting DD Forms 2887 must be scanned and placed on the EC-AKO website for FRB-Boston.

EAGLENOTES

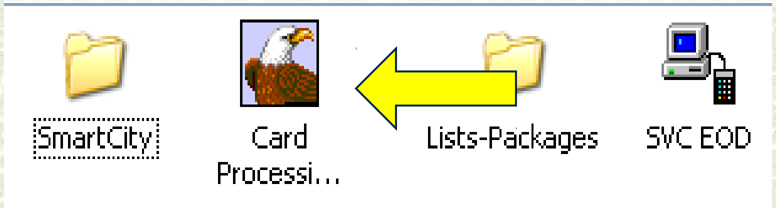
- If the bank account the EC/SVC card was created on changes or closes, the Soldier must contact Finance immediately to update their information or else it will result in an non-sufficient funds (NSF) transaction.
  - **A new DD Form 2887 must be generated.**

- If the Soldier’s deployment is extended, the Soldier must contact Finance to adjust the expiration date on the EC/SVC card, if necessary.

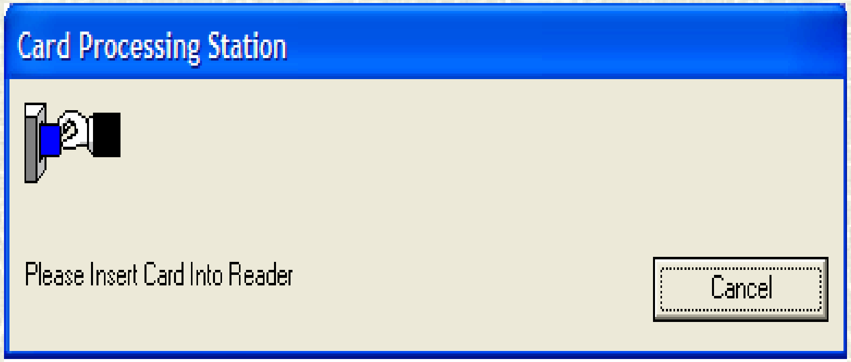
- The Soldier must ensure their spouse is aware of the possible EC/SVC transactions. The transaction will post to the bank account as:
  - **“ACH W/D-US TREAS – EAGLE CASH KIOSK.”**

- The Soldier **MUST** have the funds in their bank account **PRIOR** to transferring “electronic cash” to their card from the kiosk.

LOGIN/ ACCESS EAGLECASH


SmartCity
Card Processi...
Lists-Packages
SVC EOD

- **All programs start from the EagleCash (EC) folder.**
- **Select the "Card Processing Station" icon from the EC screen.**
- **A window will appear stating to "Please Insert Card Into Reader."**


Card Processing Station
Cancel

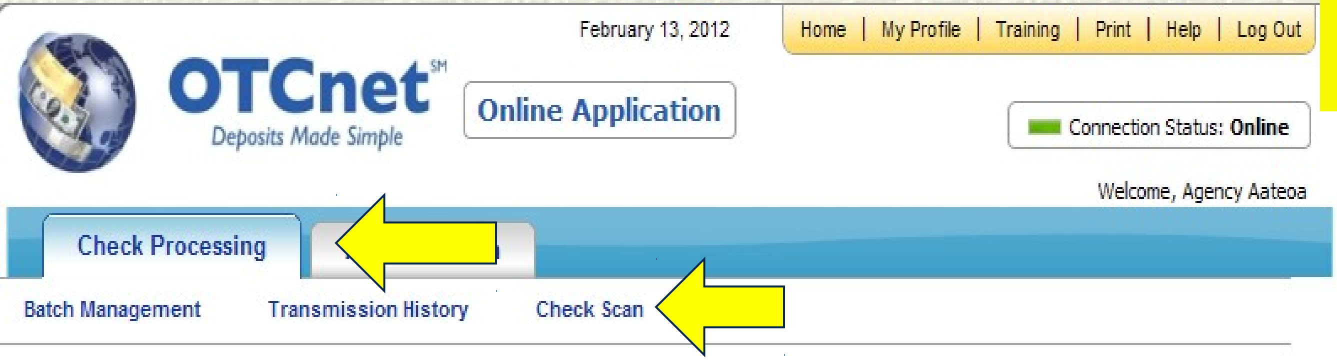
Please Insert Card Into Reader

MODULE 2 – SYSTEM TRANSACTIONS

NEGOTIABLE INSTRUMENT PROCESS – OTCnet

Daily Check Cashing Process

Online / Offline application screen will appear the same



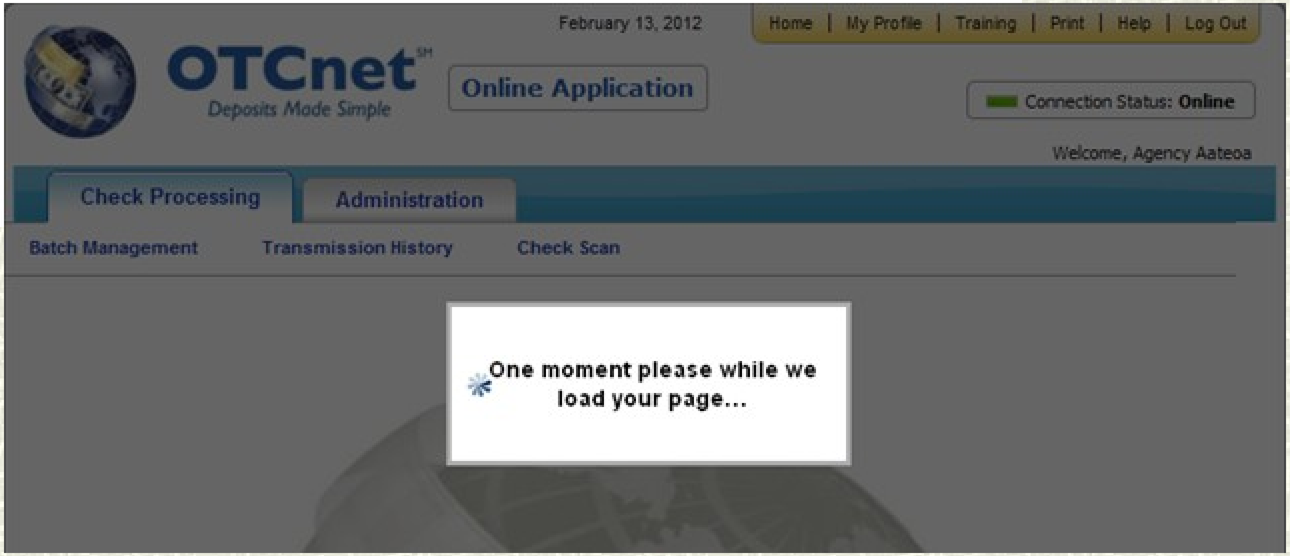
February 13, 2012

Connection Status: Online

Welcome, Agency Aateoa

Home | My Profile | Training | Print | Help | Log Out
OTCnet℠
Deposits Made Simple
Online Application
Check Processing
Batch Management
Transmission History
Check Scan

Offline Application



February 13, 2012

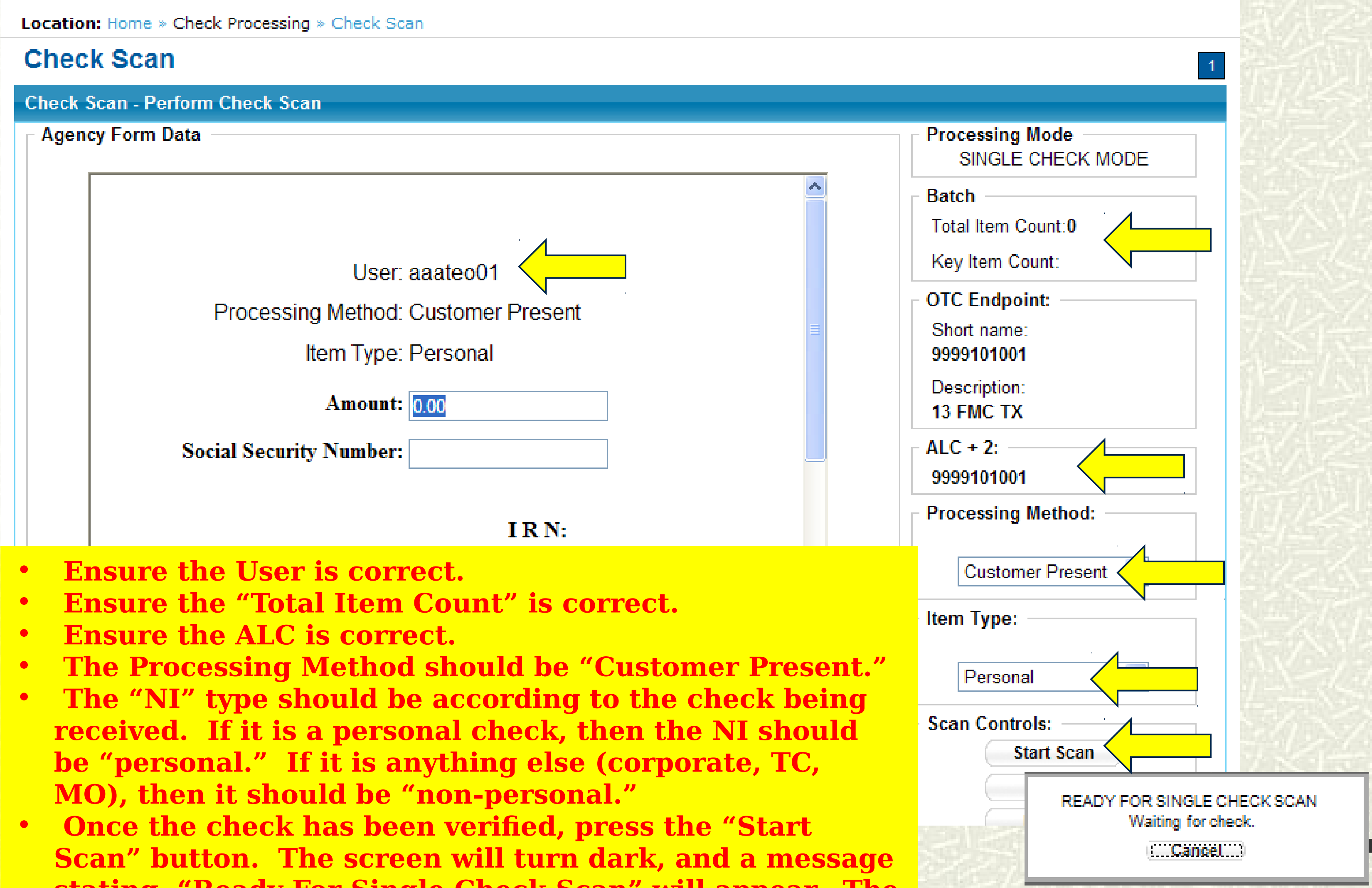
Connection Status: Online

Welcome, Agency Aateoa

One moment please while we load your page...

Home | My Profile | Training | Print | Help | Log Out
OTCnet℠
Deposits Made Simple
Online Application
Check Processing
Administration
Batch Management
Transmission History
Check Scan

NEGOTIABLE INSTRUMENT PROCESS – OTCnet



Location: Home » Check Processing » Check Scan

Check Scan

Check Scan - Perform Check Scan

Agency Form Data

User: aaateo01

Processing Method: Customer Present

Item Type: Personal

Amount: 0.00

Social Security Number:

I R N:

Processing Mode: SINGLE CHECK MODE

Batch

Total Item Count: 0

Key Item Count:

OTC Endpoint:

Short name: 9999101001

Description: 13 FMC TX

ALC + 2: 9999101001

Processing Method: Customer Present

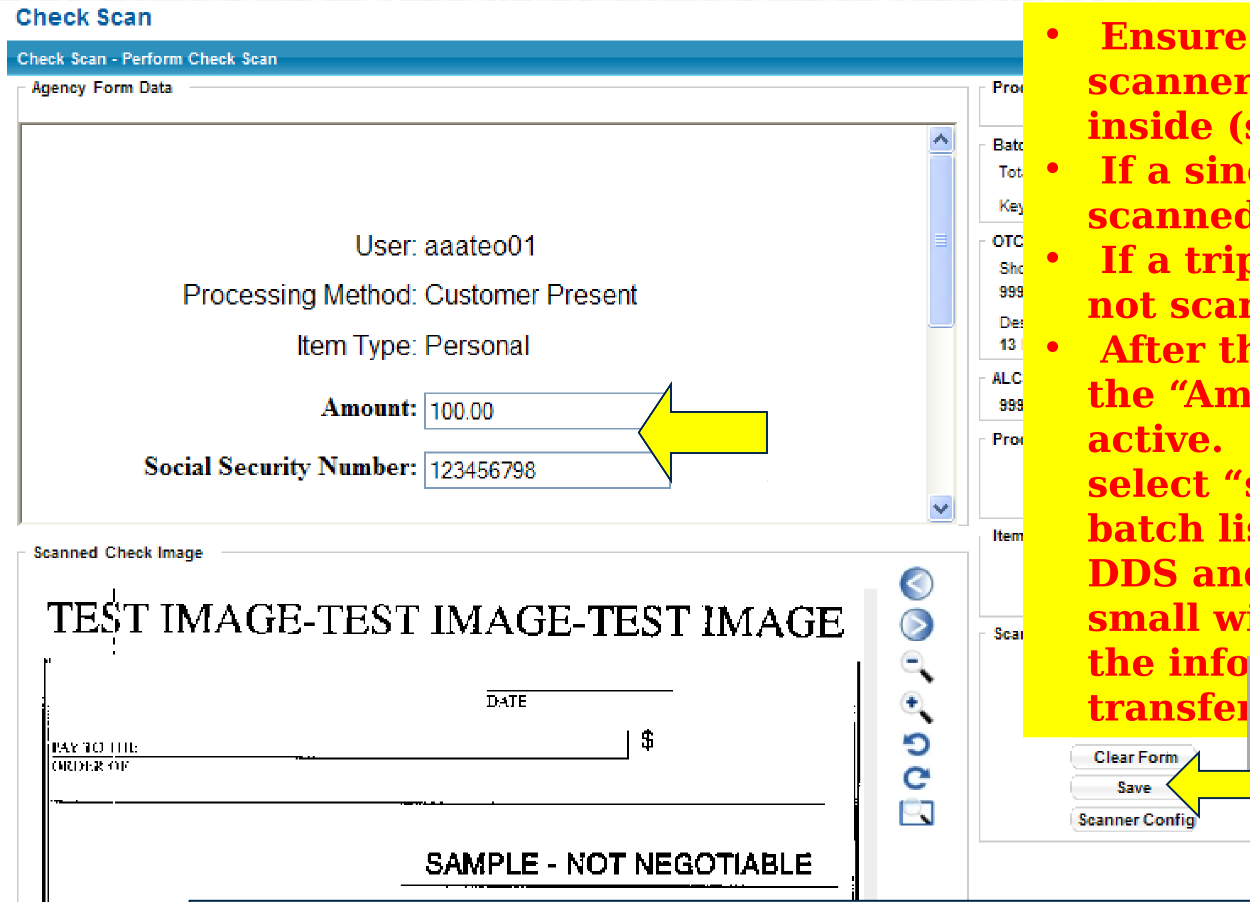
Item Type: Personal

Scan Controls:

READY FOR SINGLE CHECK SCAN
Waiting for check.

- **Ensure the User is correct.**
- **Ensure the “Total Item Count” is correct.**
- **Ensure the ALC is correct.**
- **The Processing Method should be “Customer Present.”**
- **The “NI” type should be according to the check being received. If it is a personal check, then the NI should be “personal.” If it is anything else (corporate, TC, MO), then it should be “non-personal.”**
- **Once the check has been verified, press the “Start Scan” button. The screen will turn dark, and a message stating “Ready For Single Check Scan” will appear. The**

NEGOTIABLE INSTRUMENT PROCESS – OTCnet


Check Scan

Check Scan - Perform Check Scan

Agency Form Data

User: aaateo01

Processing Method: Customer Present

Item Type: Personal

Amount: 100.00

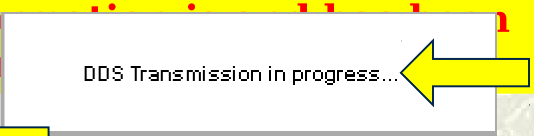
Social Security Number: 123456798

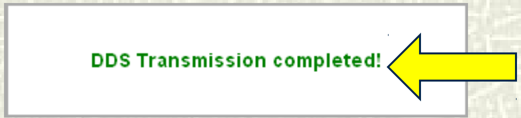
Scanned Check Image

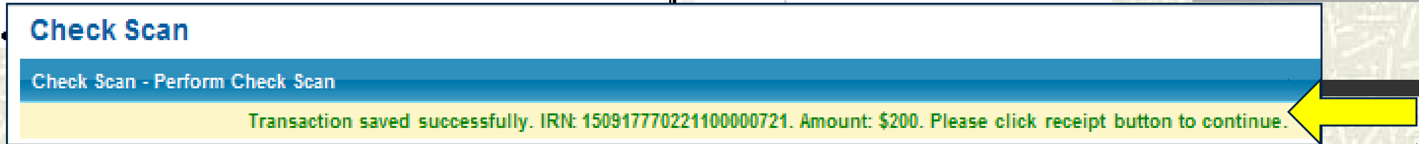
TEST IMAGE-TEST IMAGE-TEST IMAGE

SAMPLE - NOT NEGOTIABLE

- Ensure the check is placed on the scanner with the numbers to the inside (same as picture on scanner).
- If a single beep occurs, the check scanned properly.
- If a triple beep occurs, the check did not scan properly.
- After the check has been scanned, the "Amount" and "SSN" field will be active. Once both have been entered, select "save" to add the check to the batch list. If the interface between DDS and OTCnet is set-up properly, a small window will appear stating that the info[illegible]n transfer[illegible]


DDS Transmission in progress...

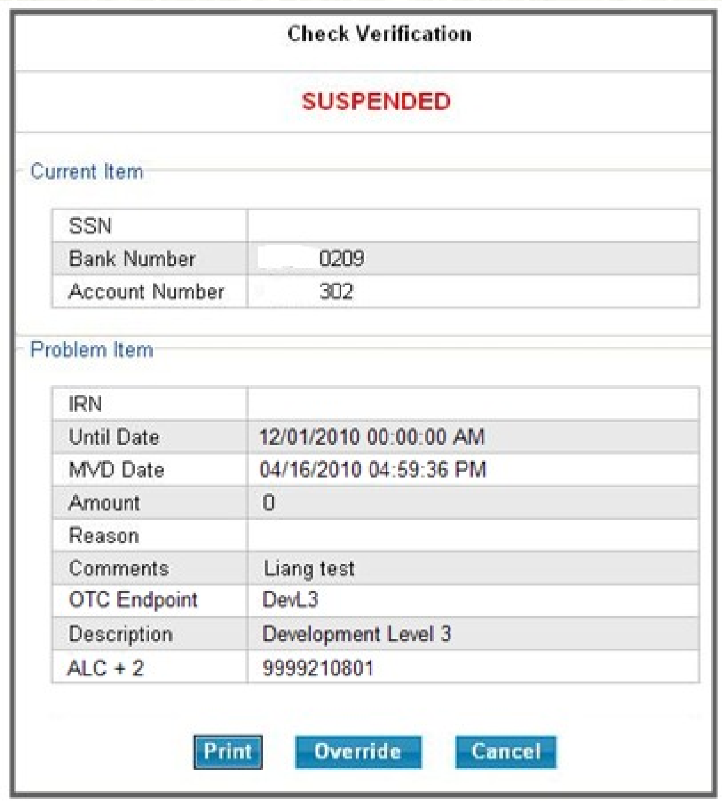

DDS Transmission completed!


Check Scan

Check Scan - Perform Check Scan

Transaction saved successfully. IRN: 150917770221100000721. Amount: $200. Please click receipt button to continue.

NEGOTIABLE INSTRUMENT PROCESS – OTCnet



Check Verification

SUSPENDED

Current Item

SSN	
Bank Number	0209
Account Number	302

Problem Item

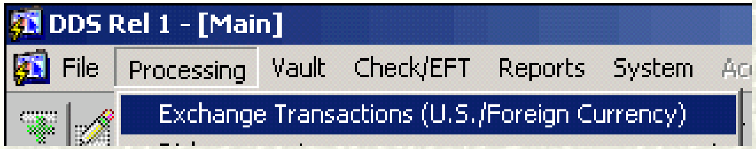
IRN	
Until Date	12/01/2010 00:00:00 AM
MVD Date	04/16/2010 04:59:36 PM
Amount	0
Reason	
Comments	Liang test
OTC Endpoint	DevL3
Description	Development Level 3
ALC + 2	9999210801

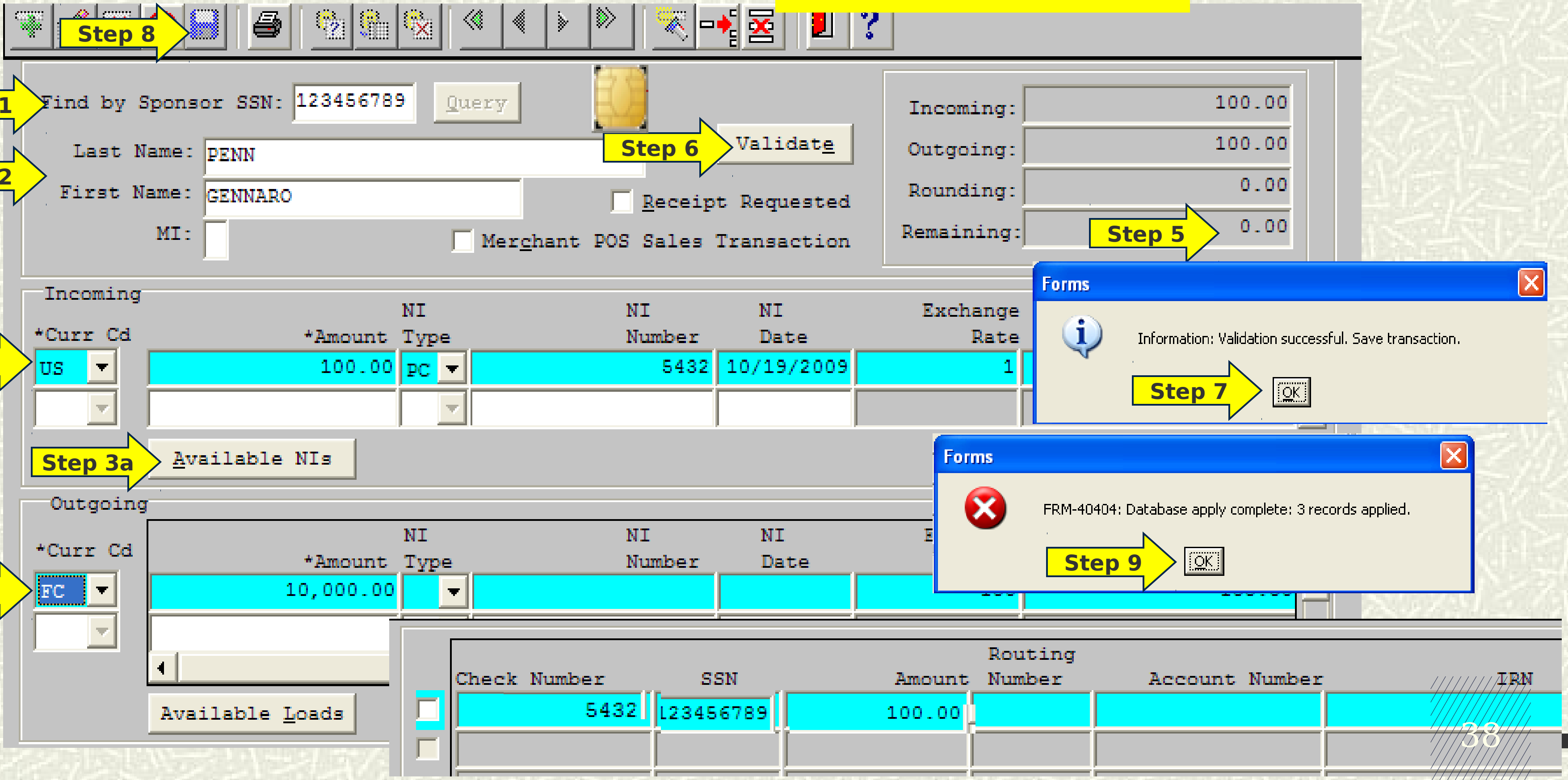
- **The scanner (EC7000i) should be set-up to stamp the check "Void Electronically Processed."**
- **The cashier will return the check to the customer (based on current policy letter).**
- **The Main Verification Database (MVD) or Local Verification Database (LVD; stand-alone) is the bad check list. It is the central component of the verification process. It contains only OTCnet bad checks, and not ones of commercial systems.**
- **It is updated daily when the batch list is open/closed.**
- **The cashier may receive a "Suspended" or "NSF" window warning that the check writer has prior check cashing offenses.**
- **In order to cash the check, the cashier will contact the DA, and the DA will contact the DDO for approval (dependent upon whether the FMSC has delegated approval down the FMSU). If approved, the DDO will log-in to OTCnet, and edit the MVD to approve the check cashing privileges of the customer.**

NEGOTIABLE INSTRUMENT PROCESS – DDS (Cont.)

Exchange Negotiable Instrument For Foreign Currency

- **Processing**
- **Exchange Transactions**


DDS Rel 1 - [Main]
File
Processing
Vault
Check/EFT
Reports
System
Ac
Exchange Transactions (U.S./Foreign Currency)


Step 8

Step 1 Find by Sponsor SSN: 123456789 Query

Step 2 Last Name: PENN
First Name: GENNARO
MI:

Step 6 Validate

☐ Receipt Requested
☐ Merchant POS Sales Transaction

Incoming: 100.00
Outgoing: 100.00
Rounding: 0.00
Remaining: 0.00 Step 5

Incoming

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate
US	100.00	PC	5432	10/19/2009	1

Step 3

Step 3a Available NIs

Outgoing

*Curr Cd	*Amount	NI Type	NI Number	NI Date
FC	10,000.00			

Step 4

Available Loads

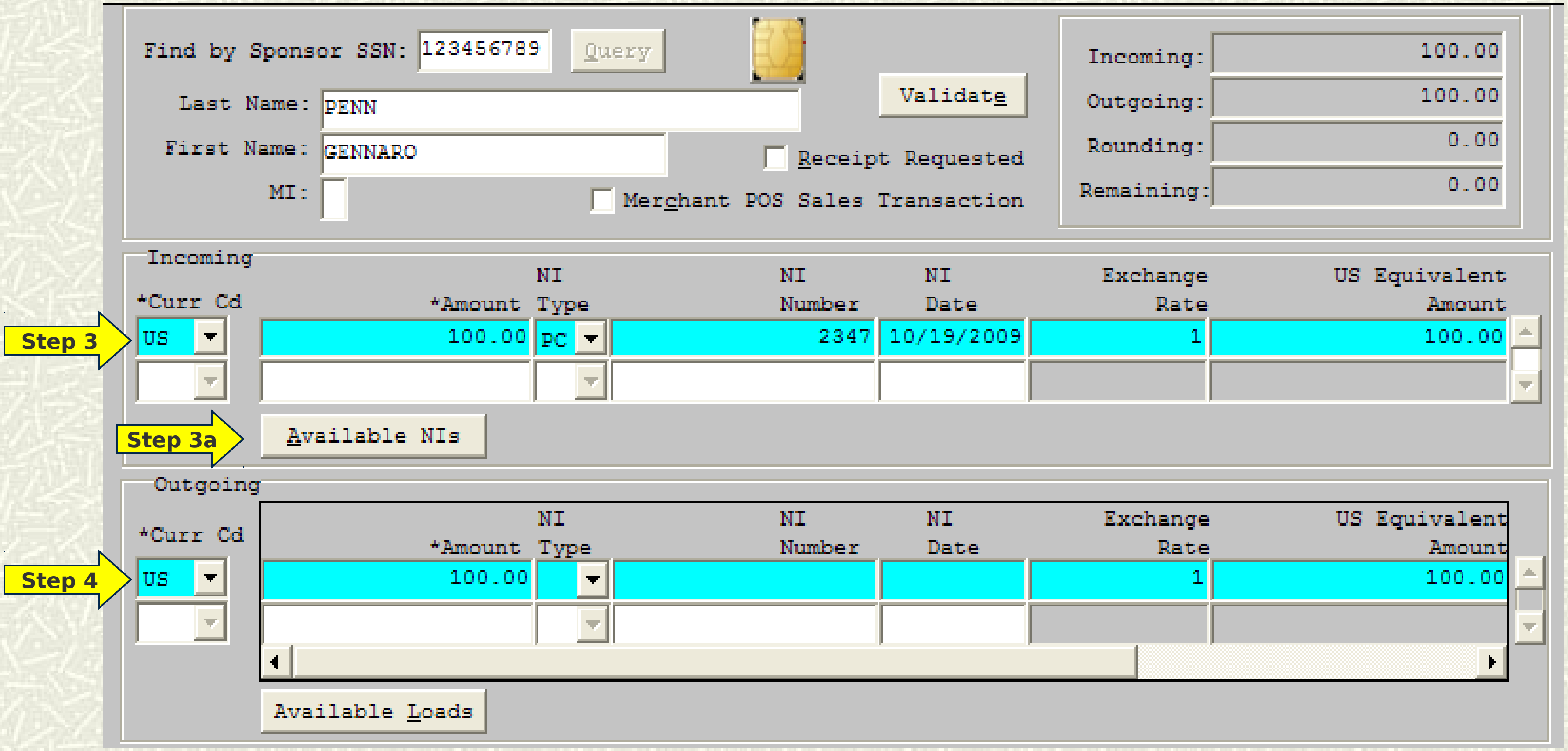
Forms
Information: Validation successful. Save transaction.
Step 7 OK

Forms
FRM-40404: Database apply complete: 3 records applied.
Step 9 OK

	Check Number	SSN	Amount	Routing Number	Account Number	IRN
☐	5432	123456789	100.00			
☐						

NEGOTIABLE INSTRUMENT PROCESS – DDS (Cont.)

Exchange Negotiable Instrument For US Dollars



Find by Sponsor SSN: 123456789

Last Name: PENN

First Name: GENNARO

MI:

☐ Receipt Requested

☐ Merchant POS Sales Transaction

Incoming:	100.00
Outgoing:	100.00
Rounding:	0.00
Remaining:	0.00

Incoming

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00	PC	2347	10/19/2009	1	100.00

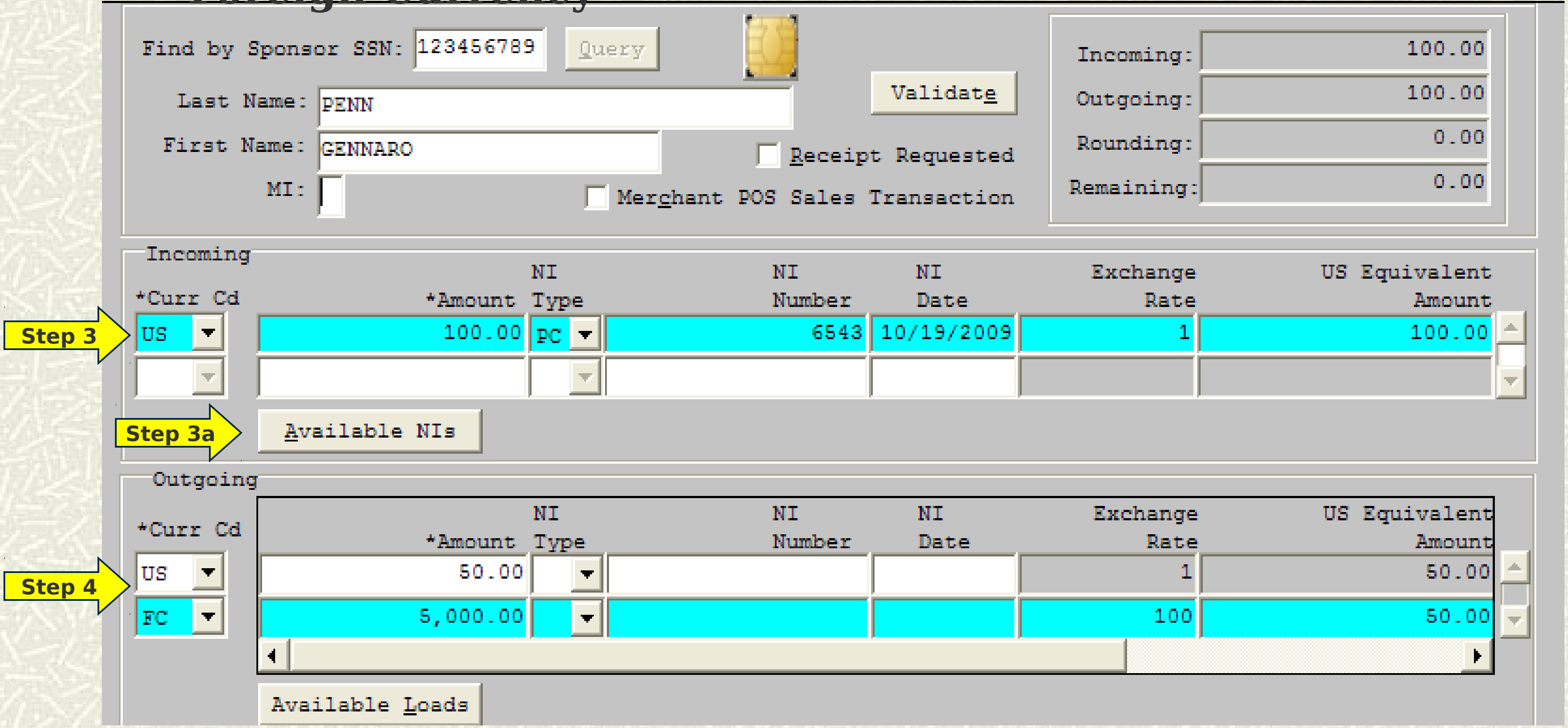
Outgoing

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00				1	100.00

Query
Validate
Available NIs
Available Loads
Step 3
Step 3a
Step 4

NEGOTIABLE INSTRUMENT PROCESS – DDS (Cont.)

Exchange Negotiable Instrument For US Dollars And Foreign Currency



Find by Sponsor SSN: 123456789

Last Name: PENN

First Name: GENNARO

MI:

☐ Receipt Requested

☐ Merchant POS Sales Transaction

Incoming: 100.00
Outgoing: 100.00
Rounding: 0.00
Remaining: 0.00

Incoming

Step 3

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00	PC	6543	10/19/2009	1	100.00

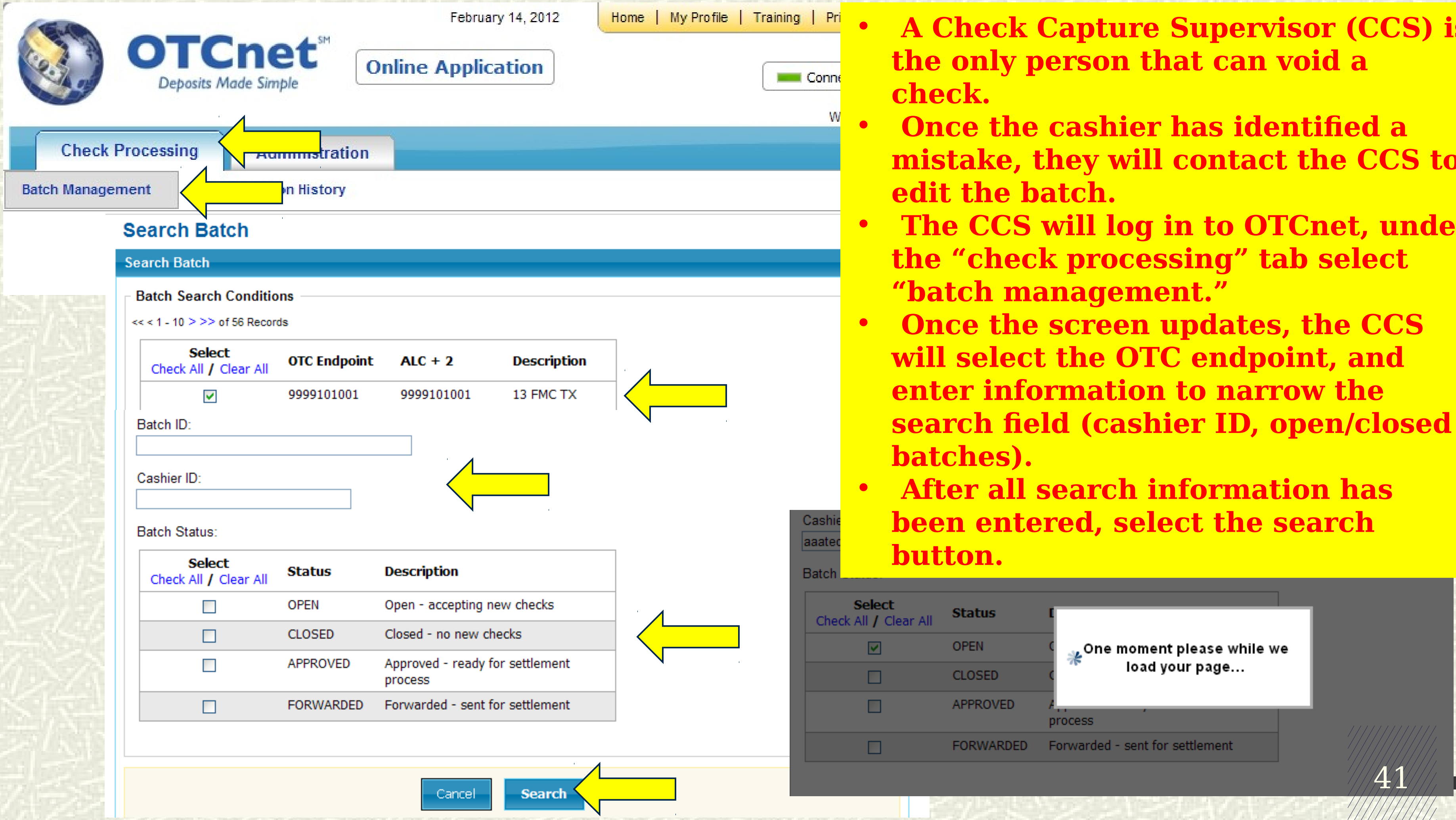
Step 3a

Outgoing

Step 4

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	50.00				1	50.00
FC	5,000.00				100	50.00

NEGOTIABLE INSTRUMENT PROCESS – VOIDED CHECK


February 14, 2012
Home | My Profile | Training | Pri
OTCnet℠
Deposits Made Simple
Online Application
Conne
Check Processing
Administration
Batch Management
n History

Search Batch

Search Batch

Batch Search Conditions

<< < 1 - 10 > >> of 56 Records

Select Check All / Clear All	OTC Endpoint	ALC + 2	Description
☑	9999101001	9999101001	13 FMC TX

Batch ID:

Cashier ID:

Batch Status:

Select Check All / Clear All	Status	Description
☐	OPEN	Open - accepting new checks
☐	CLOSED	Closed - no new checks
☐	APPROVED	Approved - ready for settlement process
☐	FORWARDED	Forwarded - sent for settlement

Cancel
Search

Cashie
aaatec
Batch

Select Check All / Clear All	Status
☑	OPEN
☐	CLOSED
☐	APPROVED
☐	FORWARDED

process

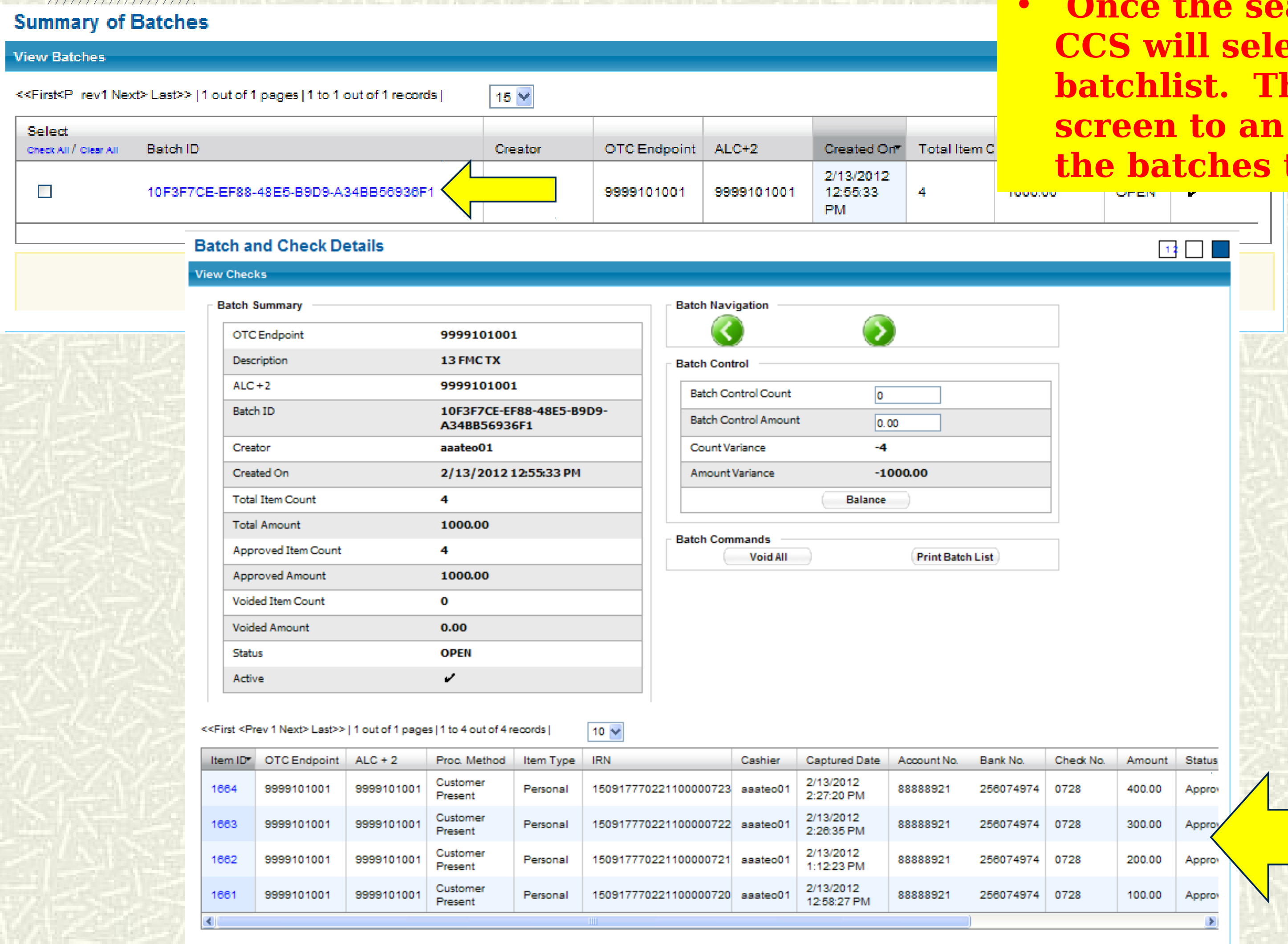
Forwarded - sent for settlement

One moment please while we load your page...

- **A Check Capture Supervisor (CCS) is the only person that can void a check.**
- **Once the cashier has identified a mistake, they will contact the CCS to edit the batch.**
- **The CCS will log in to OTCnet, under the “check processing” tab select “batch management.”**
- **Once the screen updates, the CCS will select the OTC endpoint, and enter information to narrow the search field (cashier ID, open/closed batches).**
- **After all search information has been entered, select the search button.**

NEGOTIABLE INSTRUMENT PROCESS – VOIDED CHECK

- **Once the search is complete, the CCS will select the cashier's batchlist. This will change the screen to an individual listing of the batches transactions.**



Summary of Batches

View Batches

<<First<P rev1 Next> Last>> | 1 out of 1 pages | 1 to 1 out of 1 records | 15

Select Check All / Clear All	Batch ID	Creator	OTC Endpoint	ALC+2	Created On	Total Item C
☐	10F3F7CE-EF88-48E5-B9D9-A34BB56936F1		9999101001	9999101001	2/13/2012 12:55:33 PM	4

Batch and Check Details

View Checks

Batch Summary

OTC Endpoint	9999101001
Description	13 FMC TX
ALC +2	9999101001
Batch ID	10F3F7CE-EF88-48E5-B9D9-A34BB56936F1
Creator	aaateo01
Created On	2/13/2012 12:55:33 PM
Total Item Count	4
Total Amount	1000.00
Approved Item Count	4
Approved Amount	1000.00
Voided Item Count	0
Voided Amount	0.00
Status	OPEN
Active	✓

Batch Navigation

Batch Control

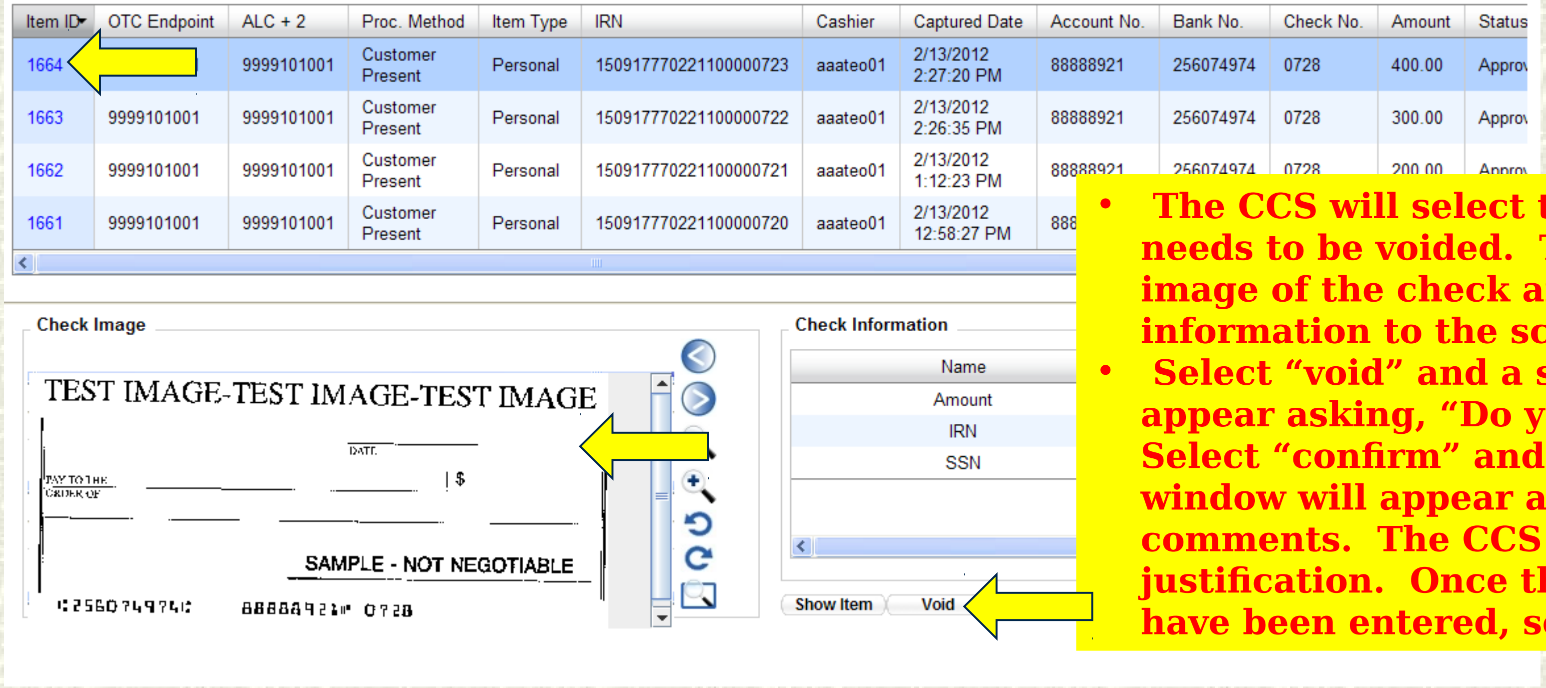
Batch Control Count	0
Batch Control Amount	0.00
Count Variance	-4
Amount Variance	-1000.00

Batch Commands

<<First <Prev 1 Next> Last>> | 1 out of 1 pages | 1 to 4 out of 4 records | 10

Item ID	OTC Endpoint	ALC + 2	Proc. Method	Item Type	IRN	Cashier	Captured Date	Account No.	Bank No.	Check No.	Amount	Status
1664	9999101001	9999101001	Customer Present	Personal	150917770221100000723	aaateo01	2/13/2012 2:27:20 PM	88888921	256074974	0728	400.00	Appro
1663	9999101001	9999101001	Customer Present	Personal	150917770221100000722	aaateo01	2/13/2012 2:26:35 PM	88888921	256074974	0728	300.00	Appro
1662	9999101001	9999101001	Customer Present	Personal	150917770221100000721	aaateo01	2/13/2012 1:12:23 PM	88888921	256074974	0728	200.00	Appro
1661	9999101001	9999101001	Customer Present	Personal	150917770221100000720	aaateo01	2/13/2012 12:58:27 PM	88888921	256074974	0728	100.00	Appro

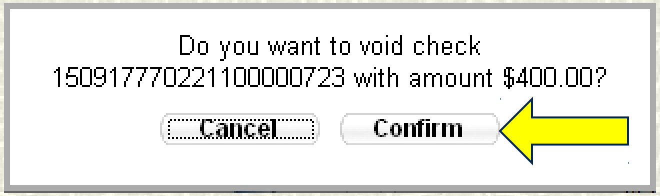
NEGOTIABLE INSTRUMENT PROCESS – VOIDED CHECK



Item ID	OTC Endpoint	ALC + 2	Proc. Method	Item Type	IRN	Cashier	Captured Date	Account No.	Bank No.	Check No.	Amount	Status
1664		9999101001	Customer Present	Personal	150917770221100000723	aaateo01	2/13/2012 2:27:20 PM	88888921	256074974	0728	400.00	Approv
1663	9999101001	9999101001	Customer Present	Personal	150917770221100000722	aaateo01	2/13/2012 2:26:35 PM	88888921	256074974	0728	300.00	Approv
1662	9999101001	9999101001	Customer Present	Personal	150917770221100000721	aaateo01	2/13/2012 1:12:23 PM	88888921	256074974	0728	200.00	Approv
1661	9999101001	9999101001	Customer Present	Personal	150917770221100000720	aaateo01	2/13/2012 12:58:27 PM	888				

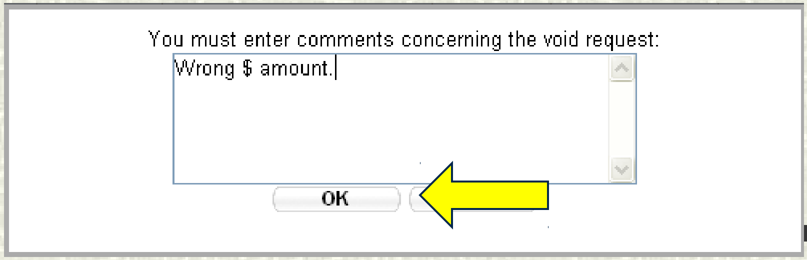
Check Image
TEST IMAGE-TEST IMAGE-TEST IMAGE
DATE
PAY TO THE ORDER OF
$
SAMPLE - NOT NEGOTIABLE
⑆256074974⑆ 88888921⑈ 0728
Check Information
Name
Amount
IRN
SSN
Show Item
Void

- The CCS will select the check that needs to be voided. This will bring an image of the check and its information to the screen.
- Select “void” and a small window will appear asking, “Do you want…” Select “confirm” and another small window will appear asking for comments. The CCS must enter justification. Once the comments have been entered, select “ok.”



Do you want to void check 150917770221100000723 with amount $400.00?

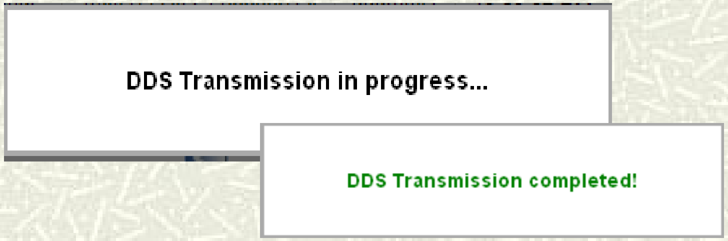
Cancel
Confirm



You must enter comments concerning the void request:

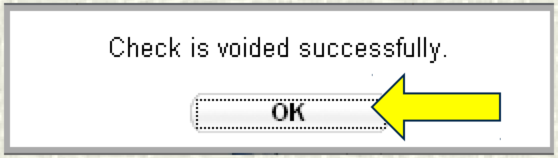
Wrong $ amount.

NEGOTIABLE INSTRUMENT PROCESS – VOIDED CHECK

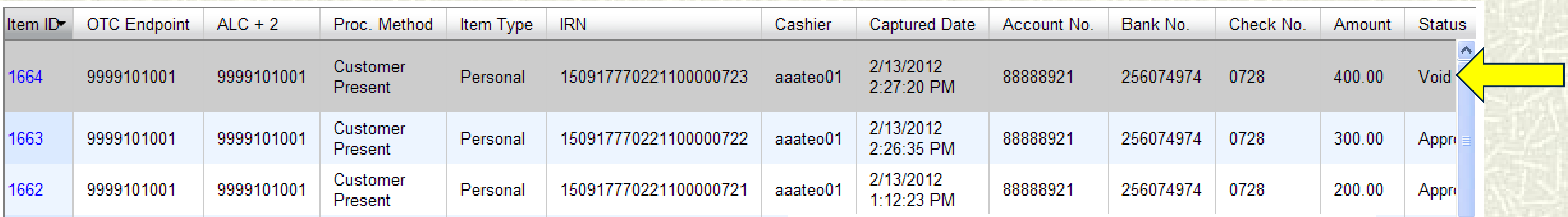


DDS Transmission in progress...

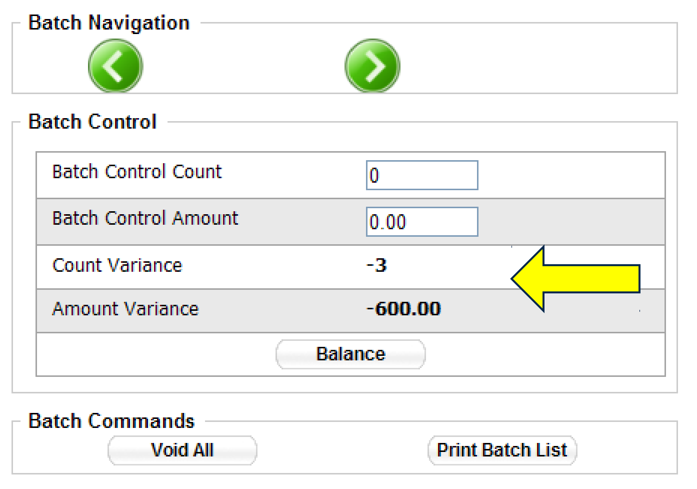
DDS Transmission completed!



Check is voided successfully.



Item ID	OTC Endpoint	ALC + 2	Proc. Method	Item Type	IRN	Cashier	Captured Date	Account No.	Bank No.	Check No.	Amount	Status
1664	9999101001	9999101001	Customer Present	Personal	150917770221100000723	aaateo01	2/13/2012 2:27:20 PM	88888921	256074974	0728	400.00	Void
1663	9999101001	9999101001	Customer Present	Personal	150917770221100000722	aaateo01	2/13/2012 2:26:35 PM	88888921	256074974	0728	300.00	Appr
1662	9999101001	9999101001	Customer Present	Personal	150917770221100000721	aaateo01	2/13/2012 1:12:23 PM	88888921	256074974	0728	200.00	Appr
1661	9999101001	9999101001	Customer Present	Personal	150917770221100000720	aa					0	Appr



Batch Navigation

Batch Control

Batch Control Count	0
Batch Control Amount	0.00
Count Variance	-3
Amount Variance	-600.00

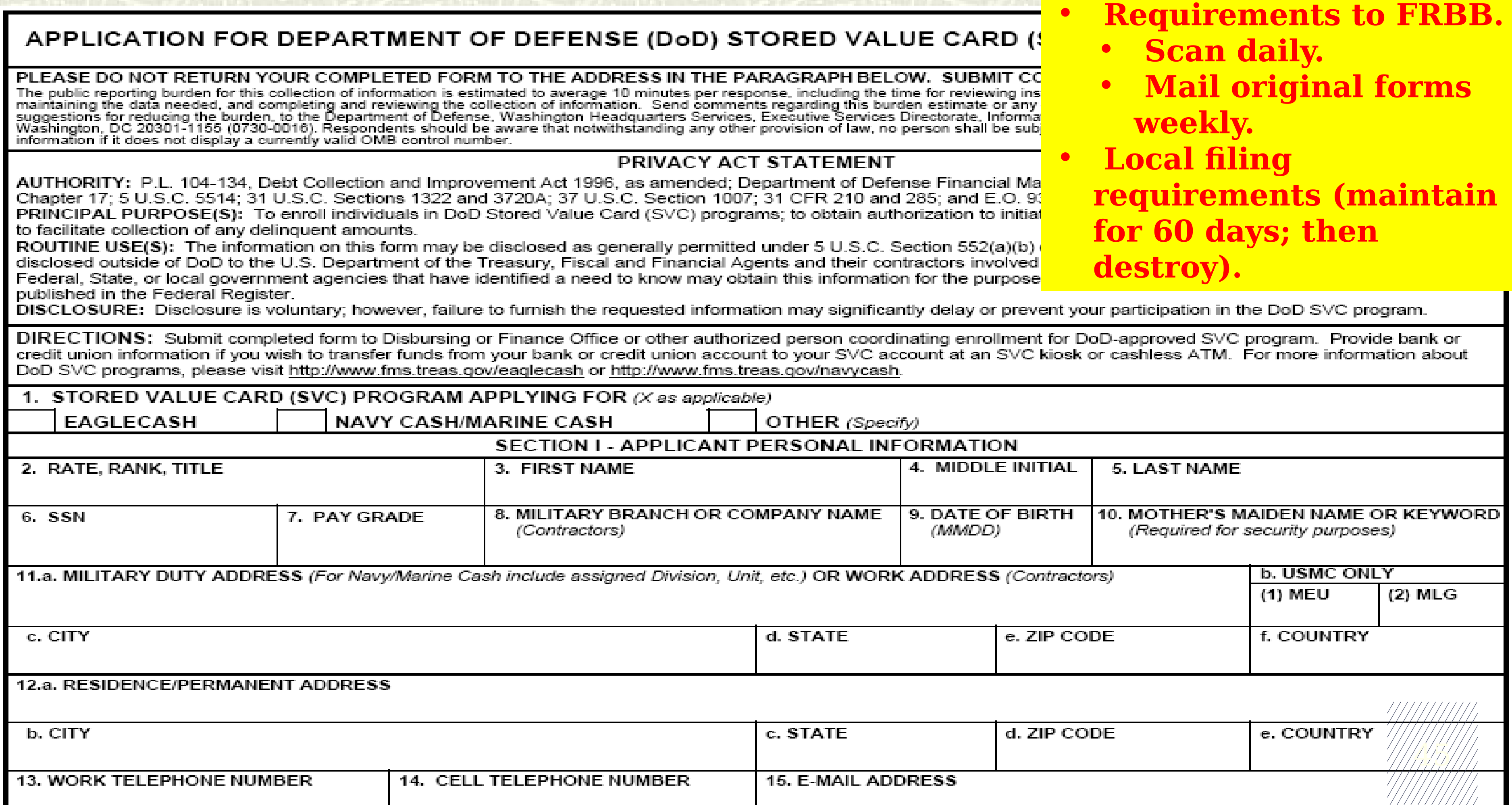
Batch Commands

- **A small window will appear stating that information is being sent to DDS.**
- **Once information has been sent, a small window will state that the check has been voided.**
- **The check status will change from “Approved” to “Void.”**
- **The check will disappear from DDS as long as it has not been used. If the check**

EAGLECASH CARD PROCESS – ECC

DD Form 2887 (Feb 2009)

- **Complete DD Form 2887.**
- **Requirements to FRBB.**
  - **Scan daily.**
  - **Mail original forms weekly.**
- **Local filing requirements (maintain for 60 days; then destroy).**



APPLICATION FOR DEPARTMENT OF DEFENSE (DoD) STORED VALUE CARD (S

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ADDRESS IN THE PARAGRAPH BELOW. SUBMIT CO
The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing ins
maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any
suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Informa
Washington, DC 20301-1155 (0730-0016). Respondents should be aware that notwithstanding any other provision of law, no person shall be subj
information if it does not display a currently valid OMB control number.

PRIVACY ACT STATEMENT

AUTHORITY: P.L. 104-134, Debt Collection and Improvement Act 1996, as amended; Department of Defense Financial Ma
Chapter 17; 5 U.S.C. 5514; 31 U.S.C. Sections 1322 and 3720A; 37 U.S.C. Section 1007; 31 CFR 210 and 285; and E.O. 93
PRINCIPAL PURPOSE(S): To enroll individuals in DoD Stored Value Card (SVC) programs; to obtain authorization to initiat
to facilitate collection of any delinquent amounts.
ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. Section 552(a)(b)
disclosed outside of DoD to the U.S. Department of the Treasury, Fiscal and Financial Agents and their contractors involved
Federal, State, or local government agencies that have identified a need to know may obtain this information for the purpose
published in the Federal Register.
DISCLOSURE: Disclosure is voluntary; however, failure to furnish the requested information may significantly delay or prevent your participation in the DoD SVC program.

DIRECTIONS: Submit completed form to Disbursing or Finance Office or other authorized person coordinating enrollment for DoD-approved SVC program. Provide bank or credit union information if you wish to transfer funds from your bank or credit union account to your SVC account at an SVC kiosk or cashless ATM. For more information about DoD SVC programs, please visit http://www.fms.treas.gov/eaglecash or http://www.fms.treas.gov/navycash.

1. STORED VALUE CARD (SVC) PROGRAM APPLYING FOR *(X as applicable)*
☐ EAGLECASH ☐ NAVY CASH/MARINE CASH ☐ OTHER *(Specify)*

SECTION I - APPLICANT PERSONAL INFORMATION

2. RATE, RANK, TITLE	3. FIRST NAME	4. MIDDLE INITIAL	5. LAST NAME

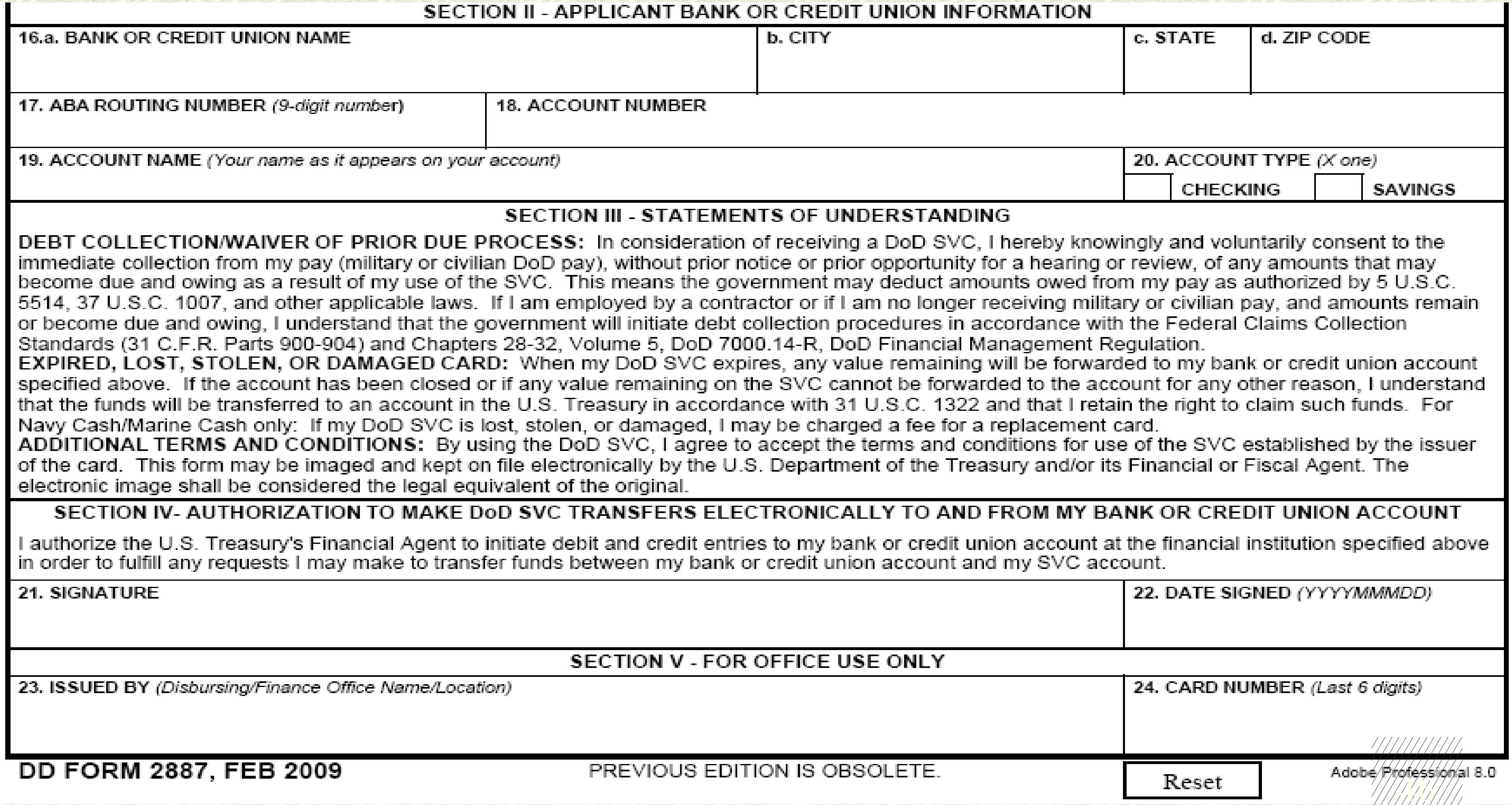
6. SSN	7. PAY GRADE	8. MILITARY BRANCH OR COMPANY NAME *(Contractors)*	9. DATE OF BIRTH *(MMDD)*	10. MOTHER'S MAIDEN NAME OR KEYWORD *(Required for security purposes)*

11.a. MILITARY DUTY ADDRESS *(For Navy/Marine Cash include assigned Division, Unit, etc.)* OR WORK ADDRESS *(Contractors)*		b. USMC ONLY (1) MEU (2) MLG	
c. CITY	d. STATE	e. ZIP CODE	f. COUNTRY
12.a. RESIDENCE/PERMANENT ADDRESS			
b. CITY	c. STATE	d. ZIP CODE	e. COUNTRY

13. WORK TELEPHONE NUMBER	14. CELL TELEPHONE NUMBER	15. E-MAIL ADDRESS

EAGLECASH CARD PROCESS – ECC (Cont.)

DD Form 2887 (Feb 2009) (cont.)



SECTION II - APPLICANT BANK OR CREDIT UNION INFORMATION

16.a. BANK OR CREDIT UNION NAME	b. CITY	c. STATE	d. ZIP CODE
17. ABA ROUTING NUMBER *(9-digit number)*	18. ACCOUNT NUMBER		
19. ACCOUNT NAME *(Your name as it appears on your account)*	20. ACCOUNT TYPE *(X one)* ☐ CHECKING ☐ SAVINGS		

SECTION III - STATEMENTS OF UNDERSTANDING

DEBT COLLECTION/WAIVER OF PRIOR DUE PROCESS: In consideration of receiving a DoD SVC, I hereby knowingly and voluntarily consent to the immediate collection from my pay (military or civilian DoD pay), without prior notice or prior opportunity for a hearing or review, of any amounts that may become due and owing as a result of my use of the SVC. This means the government may deduct amounts owed from my pay as authorized by 5 U.S.C. 5514, 37 U.S.C. 1007, and other applicable laws. If I am employed by a contractor or if I am no longer receiving military or civilian pay, and amounts remain or become due and owing, I understand that the government will initiate debt collection procedures in accordance with the Federal Claims Collection Standards (31 C.F.R. Parts 900-904) and Chapters 28-32, Volume 5, DoD 7000.14-R, DoD Financial Management Regulation.

EXPIRED, LOST, STOLEN, OR DAMAGED CARD: When my DoD SVC expires, any value remaining will be forwarded to my bank or credit union account specified above. If the account has been closed or if any value remaining on the SVC cannot be forwarded to the account for any other reason, I understand that the funds will be transferred to an account in the U.S. Treasury in accordance with 31 U.S.C. 1322 and that I retain the right to claim such funds. For Navy Cash/Marine Cash only: If my DoD SVC is lost, stolen, or damaged, I may be charged a fee for a replacement card.

ADDITIONAL TERMS AND CONDITIONS: By using the DoD SVC, I agree to accept the terms and conditions for use of the SVC established by the issuer of the card. This form may be imaged and kept on file electronically by the U.S. Department of the Treasury and/or its Financial or Fiscal Agent. The electronic image shall be considered the legal equivalent of the original.

SECTION IV- AUTHORIZATION TO MAKE DoD SVC TRANSFERS ELECTRONICALLY TO AND FROM MY BANK OR CREDIT UNION ACCOUNT

I authorize the U.S. Treasury's Financial Agent to initiate debit and credit entries to my bank or credit union account at the financial institution specified above in order to fulfill any requests I may make to transfer funds between my bank or credit union account and my SVC account.

21. SIGNATURE	22. DATE SIGNED *(YYYYMMMDD)*

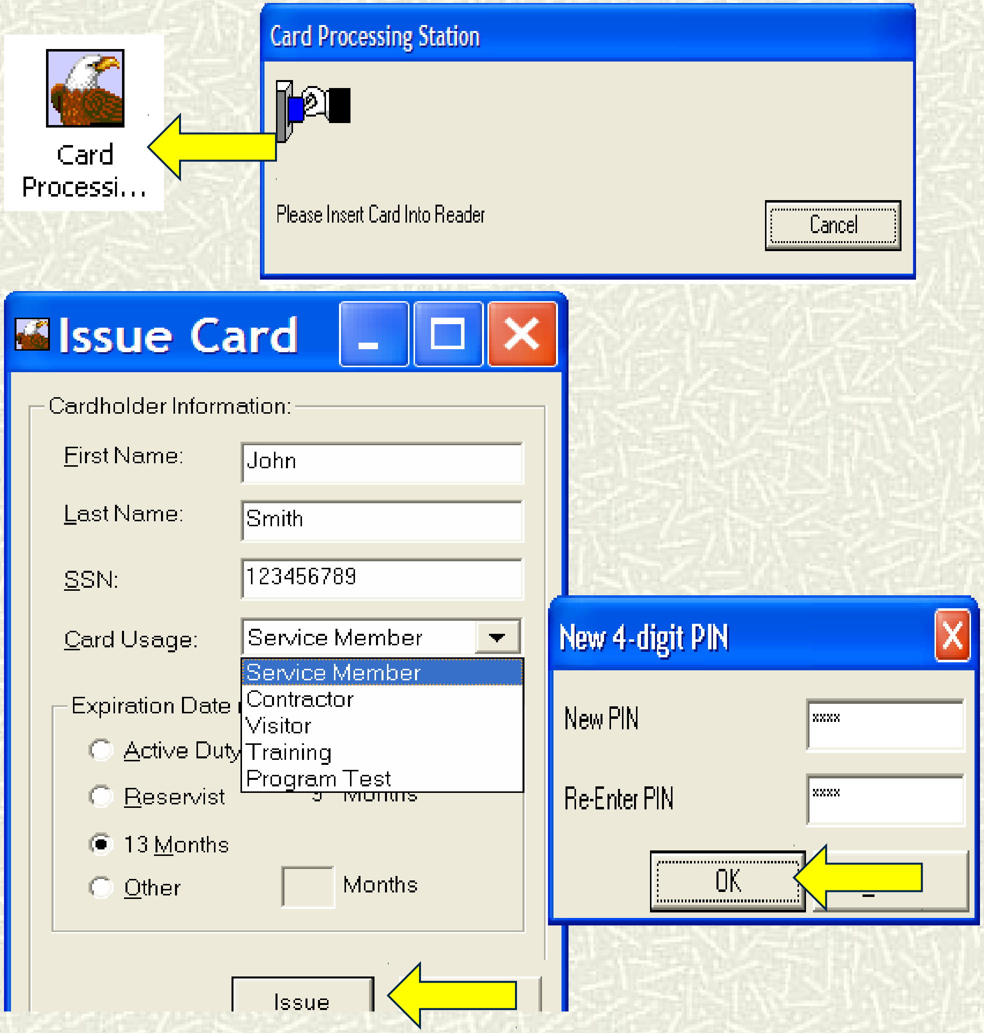
SECTION V - FOR OFFICE USE ONLY

23. ISSUED BY *(Disbursing/Finance Office Name/Location)*	24. CARD NUMBER *(Last 6 digits)*

DD FORM 2887, FEB 2009 PREVIOUS EDITION IS OBSOLETE.

EAGLECASH CARD PROCESS – ECC (Cont.)

Card Issuance With Zero Value Added (1 of 3)



Card Processi...
Card Processing Station
Cancel
Issue Card
Cardholder Information:
Expiration Date
Active Duty
Reservist
13 Months
Other
Months
Service Member
Contractor
Visitor
Training
Program Test
Issue
New 4-digit PIN
OK

Please Insert Card Into Reader

First Name: John

Last Name: Smith

SSN: 123456789

Card Usage: Service Member

● 13 Months

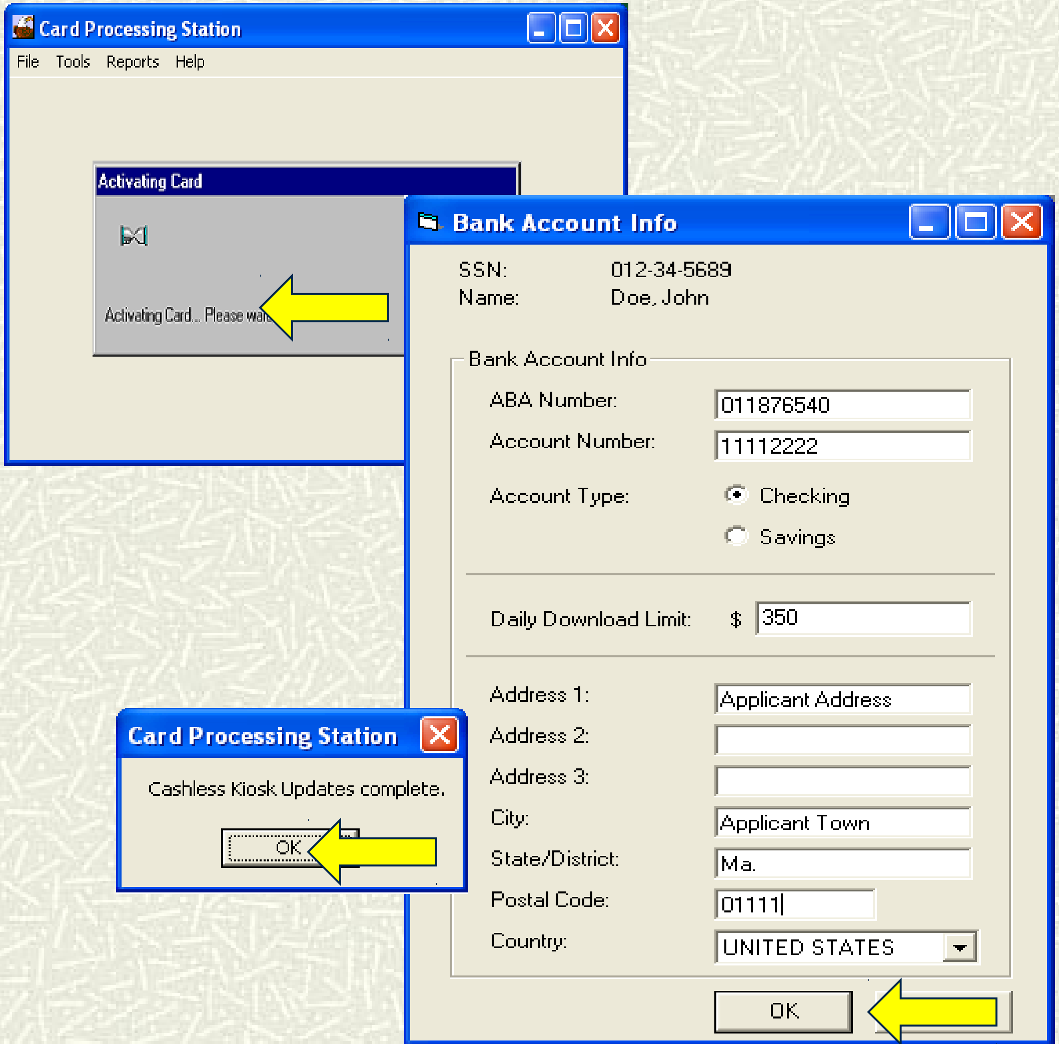
New PIN: ****

Re-Enter PIN: ****

- All programs start in the EagleCash folder.
- Select the “Card Processing Station” icon.
- Insert the ECC card into the card reader.
- The “Issue Card” screen will appear. Enter the following information from the person:
    - Last name
    - First name
    - SSN
- Card Usage field: use the drop down to select “service member” or “contractor.”
- Do not use “Training” or “Program Test.”
- Assign the proper expiration date.
- Select “issue.”
- A window will appear for the person to enter their PIN. It cannot repeat itself or be trivial (1111, 1234, etc.).

EAGLECASH CARD PROCESS – ECC (Cont.)

Card Issuance With Zero Value Added (2 of 3)


Card Processing Station
File
Tools
Reports
Help
Activating Card
Bank Account Info
Card Processing Station
OK
OK

Activating Card.. Please wa

SSN: 012-34-5689
Name: Doe, John

Bank Account Info
ABA Number: 011876540
Account Number: 11112222
Account Type: ● Checking ○ Savings

Daily Download Limit: $ 350

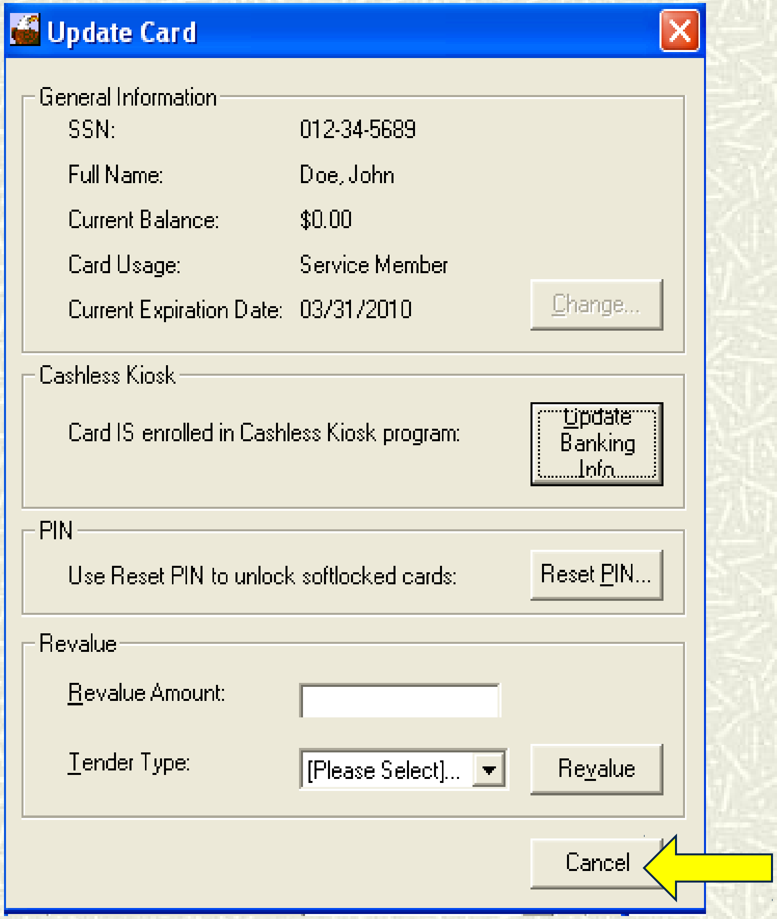
Address 1: Applicant Address
Address 2:
Address 3:
City: Applicant Town
State/District: Ma.
Postal Code: 01111
Country: UNITED STATES

Cashless Kiosk Updates complete.

- An “Activating Card” window will appear as the cardholder’s information is added to the chip.
- The “Bank Account Info” screen appears.
- Enter the customer’s bank account information:
  - 9 digit ABA number.
  - Account number.
  - Account type; either checking or savings.
- “Daily Download Limit” is preset, do not change unless authorized.
- Enter the customer’s address in the lower half of the screen; permanent address.
- When all information has been entered and is correct, select “OK” to continue.
- Once the process is complete, the “Card Processing Station” window appears, select “OK.”

EAGLECASH CARD PROCESS – ECC (Cont.)

Card Issuance With Zero Value Added (3 of 3)



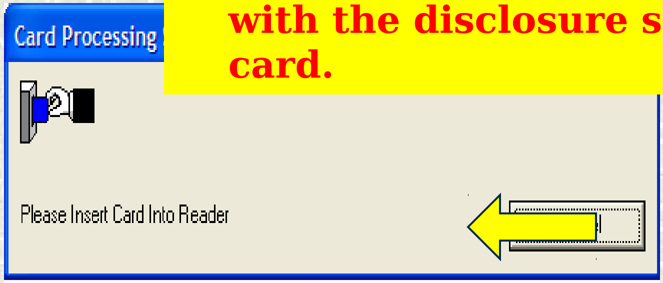
Update Card

General Information
SSN: 012-34-5689
Full Name: Doe, John
Current Balance: $0.00
Card Usage: Service Member
Current Expiration Date: 03/31/2010

Cashless Kiosk
Card IS enrolled in Cashless Kiosk program:

PIN
Use Reset PIN to unlock softlocked cards:

Revalue
Revalue Amount:
Tender Type: [Please Select]...



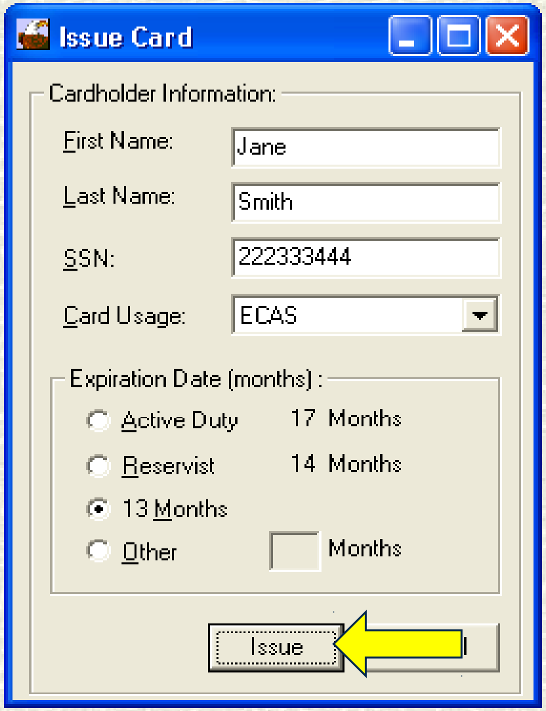
Card Processing

Please Insert Card Into Reader

- **The “Update Card” screen appears.**
- **“Update Card” screen appears. FM units can update banking information, reset PIN, or load money to card.**
- **If issuing card with no monetary amount, select “cancel” and issue the card.**
- **Cashier will remove ECC from card reader, print the customer’s name on the signature stripe on the back of card.**
- **Have customer sign their name on second signature stripe on back of card.**
- **Place the ECC card in plastic sleeve with the disclosure statement for each card.**

EAGLECASH CARD PROCESS – ECC (Cont.)

ECAS Card Issuance


Issue Card
Issue

Cardholder Information:

First Name: Jane

Last Name: Smith

SSN: 222333444

Card Usage: ECAS

Expiration Date (months) :

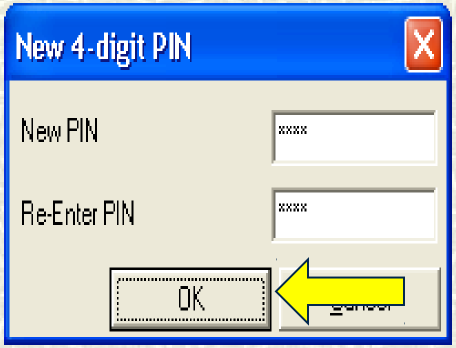
○ Active Duty 17 Months

○ Reservist 14 Months

● 13 Months

○ Other ☐ Months

EagleCash
AgentSVC Card
For Official Use Only
EAGLE CASH


New 4-digit PIN
OK
Cancel

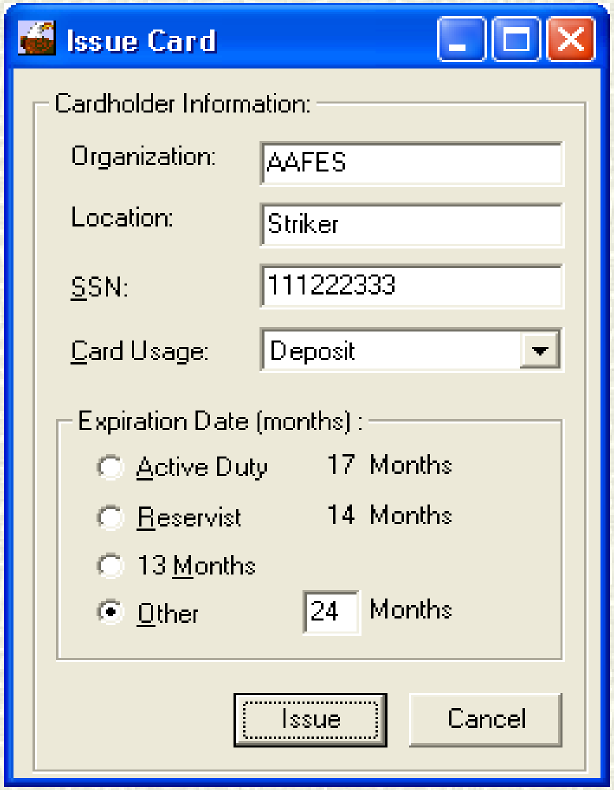
New PIN: ****

Re-Enter PIN: ****

- The "Issue Card" screen appears.
- Complete the organization, location, and SSN for the ECAS Card.
- Complete the First/Last Name and SSN of the Paying Agent for the ECAS Card.
- Select the type of Card – ECAS.
- Assign expiration date and select "issue."
- Ask the customer to enter a PIN, and then confirm it. (Cannot be trivial, ex. 1111 or 1234)

EAGLECASH CARD PROCESS – ECC (Cont.)

Deposit Card Issuance


Issue Card

Cardholder Information:

Organization: AAFES

Location: Striker

SSN: 111222333

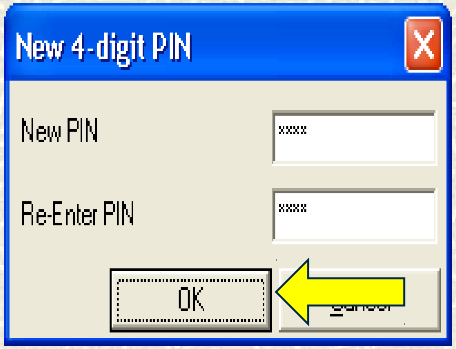
Card Usage: Deposit

Expiration Date (months) :

- ○ Active Duty 17 Months
- ○ Reservist 14 Months
- ○ 13 Months
- ● Other 24 Months

Issue
Cancel

EagleCash Deposit Card
EAGLE CASH


New 4-digit PIN

New PIN: ****

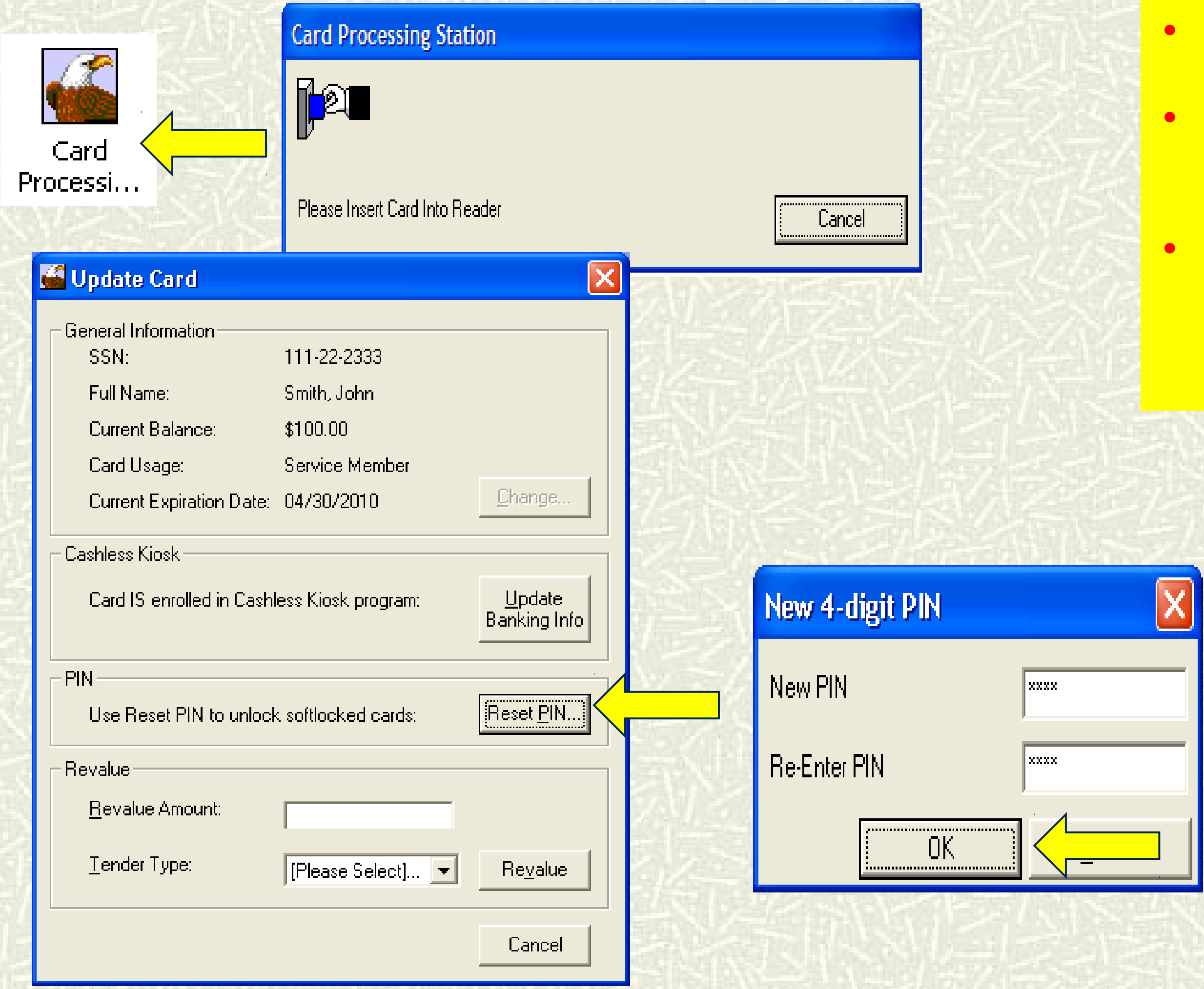
Re-Enter PIN: ****

OK
Cancel

- The “Issue Card” screen appears.
- Complete the organization, location, and SSN for the Deposit Card.
- Complete the Organization, Location, and SSN of the AAFES for the Deposit Card.
- Select the type of Card – Deposit.
- Assign expiration date and select “issue.”
- Ask the customer to enter a PIN, and then confirm it. (Cannot be trivial, ex. 1111 or 1234)

EAGLECASH CARD PROCESS – ECC (Cont.)

Reset PIN



Card Processi...

Card Processing Station

Please Insert Card Into Reader

Update Card

General Information

SSN: 111-22-2333

Full Name: Smith, John

Current Balance: $100.00

Card Usage: Service Member

Current Expiration Date: 04/30/2010

Cashless Kiosk

Card IS enrolled in Cashless Kiosk program:

PIN

Use Reset PIN to unlock softlocked cards:

Revalue

Revalue Amount:

Tender Type: [Please Select]...

New 4-digit PIN

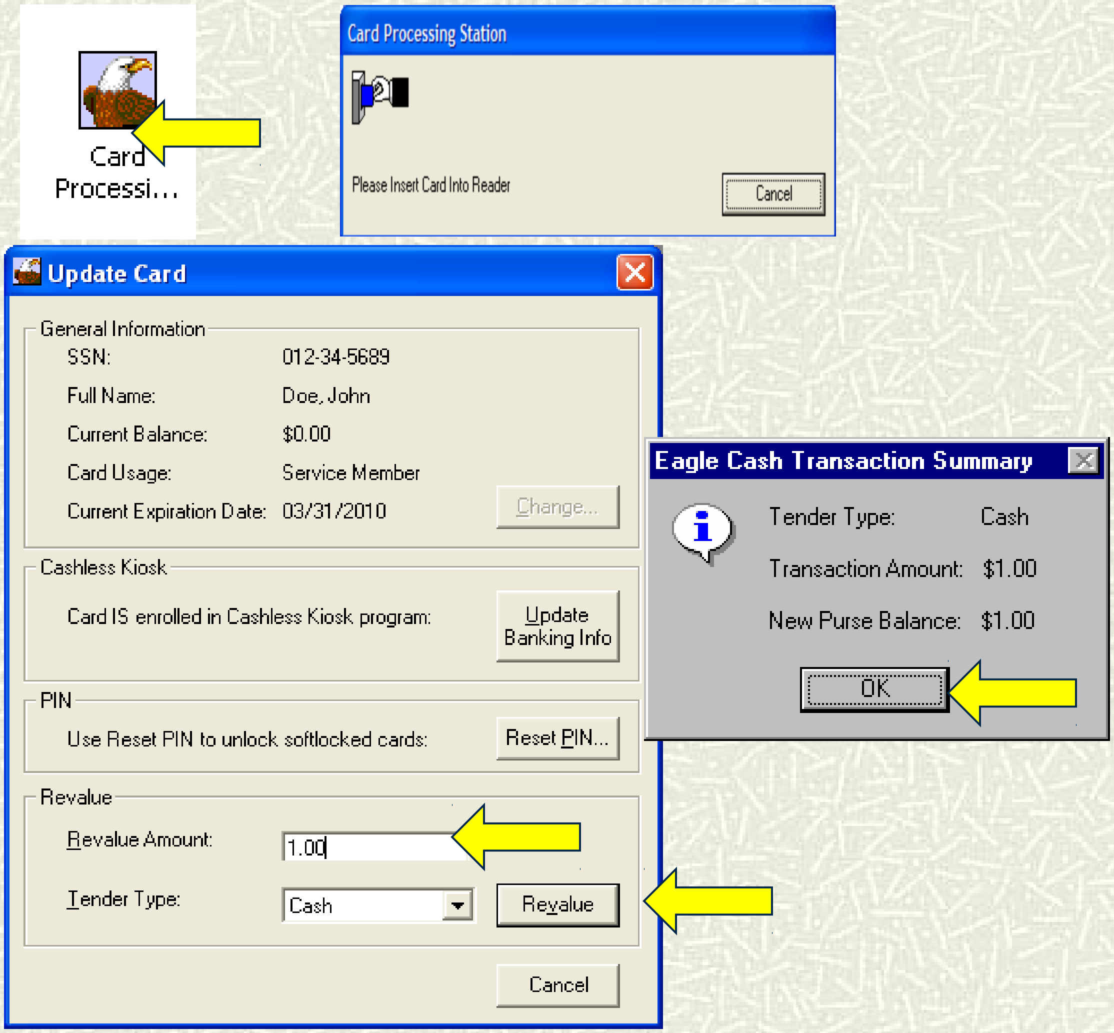
New PIN: ****

Re-Enter PIN: ****

- **Insert EC.**
- **Select the "Reset PIN" button.**
- **Once selected, the "New 4-digit PIN" window will appear.**
- **Ask the customer to enter a new PIN, and then confirm it. (Cannot be trivial, such as 1111 or 1234)**

EAGLECASH CARD PROCESS – ECC (Cont.)

Load Monetary Value (1 of 2)


Card Processi...
Card Processing Station
Please Insert Card Into Reader
Cancel
Update Card
Change...
Update Banking Info
Reset PIN...
Revalue
Cancel
Eagle Cash Transaction Summary
OK

Update Card

General Information
SSN: 012-34-5689
Full Name: Doe, John
Current Balance: $0.00
Card Usage: Service Member
Current Expiration Date: 03/31/2010

Cashless Kiosk
Card IS enrolled in Cashless Kiosk program:

PIN
Use Reset PIN to unlock softlocked cards:

Revalue
Revalue Amount: 1.00
Tender Type: Cash

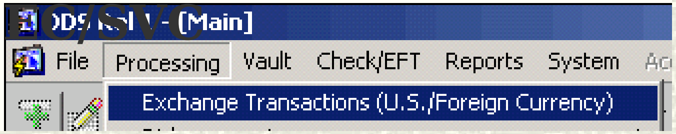
Eagle Cash Transaction Summary
Tender Type: Cash
Transaction Amount: $1.00
New Purse Balance: $1.00

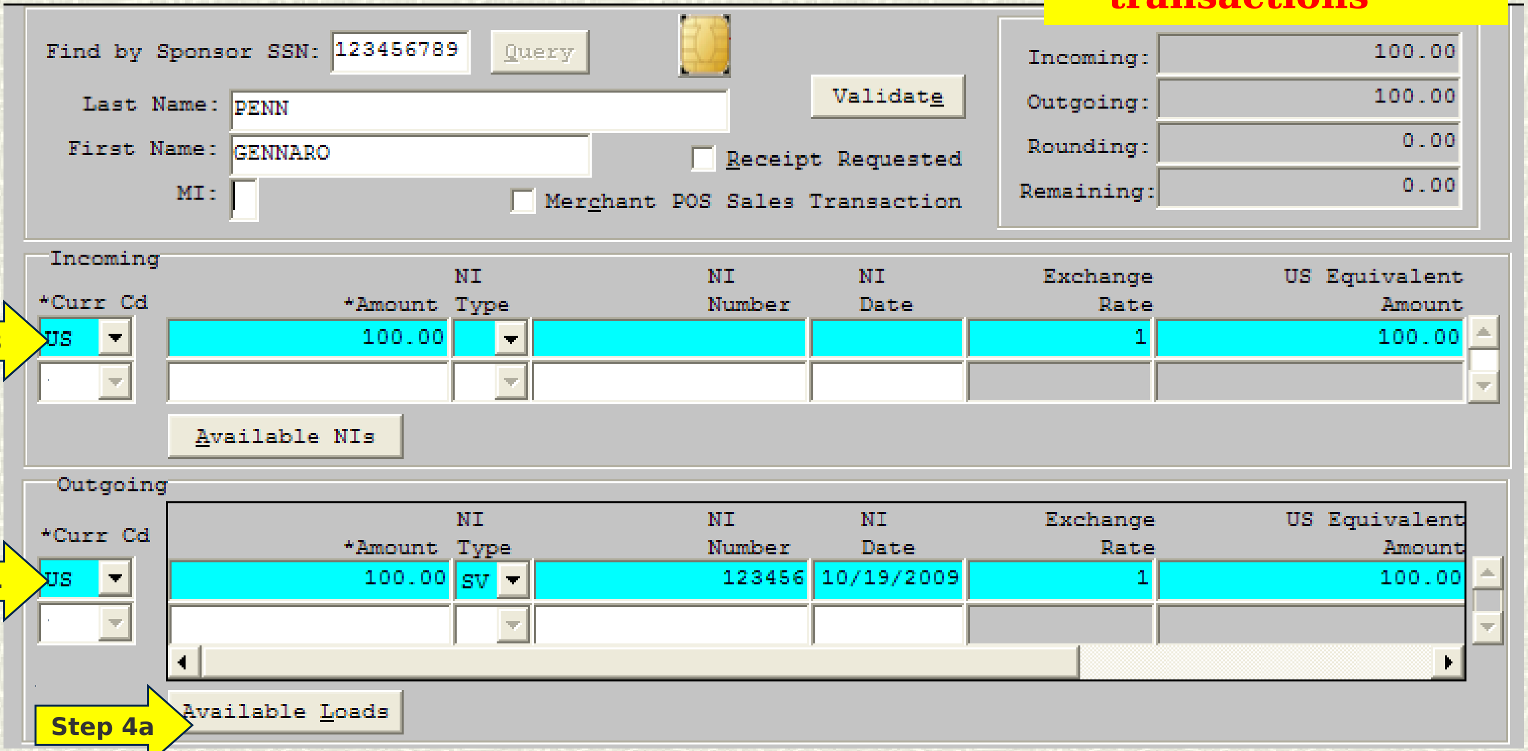
- Select the EC folder, then Card Processing.
- Insert card when prompted.
- "Update Card" screen appears. FO can update banking information, reset PIN, or load money to card.
- Advance to "Revalue Amount" field and enter amount of funds cardholder wishes to add.
- Select appropriate "Tender Type" from drop down menu. Click "Revalue" to load money onto card.
- EagleCash "Transaction Summary" window appears.
- Transfer each load that you perform to the DDS database.
- If transaction data is correct, select "OK" and remove card from reader when prompted.
- The Card Processing Station screen appears.
- Remove card from card reader.
- Verify new balance to customer.

EAGLECASH CARD PROCESS - DDS

Load Monetary Value (2 of 2) - Exchange US Dollars For EC/SVC

- **Processing**
- **Exchange transactions**


DDS/SVC - [Main]
File
Processing
Vault
Check/EFT
Reports
System
Exchange Transactions (U.S./Foreign Currency)


Query
Validate
Available NIs
Available Loads

Find by Sponsor SSN: 123456789
Last Name: PENN
First Name: GENNARO
MI:
☐ Receipt Requested
☐ Merchant POS Sales Transaction

Incoming: 100.00
Outgoing: 100.00
Rounding: 0.00
Remaining: 0.00

Incoming

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00				1	100.00

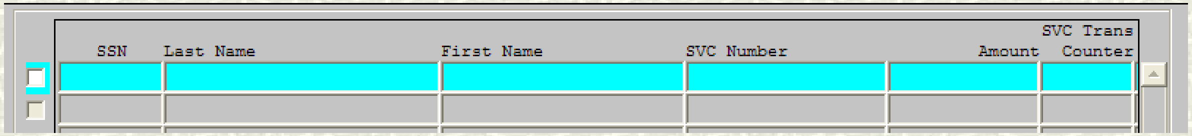
Outgoing

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00	SV	123456	10/19/2009	1	100.00

Step 3

Step 4

Step 4a



	SSN	Last Name	First Name	SVC Number	Amount	SVC Trans Counter
☐						
☐						

EC CARD POINT OF SALE PROCESS – EC/DDS

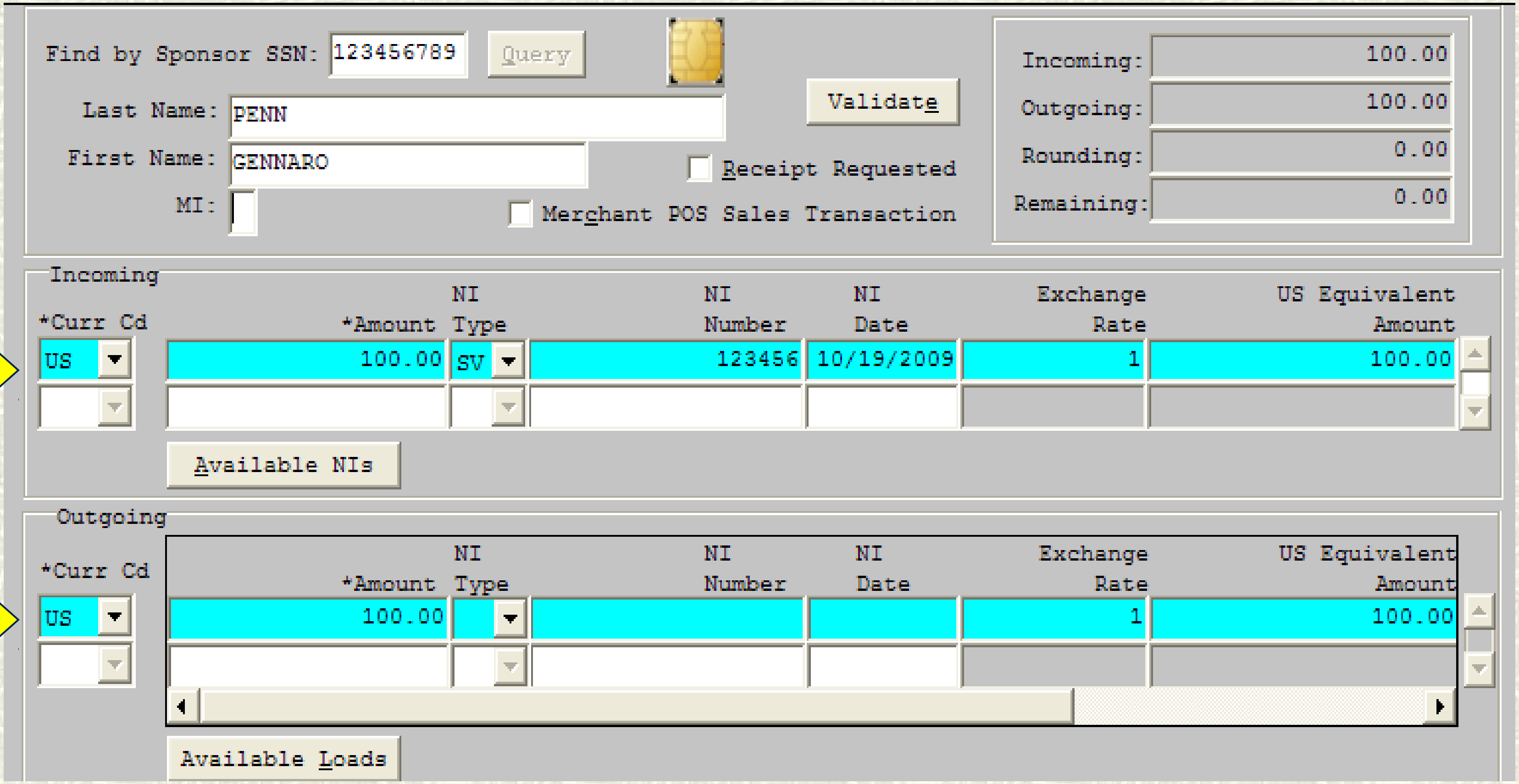
Point of Sale Transactions (1 of 2)

******Does not interface with DDS!!******

- **Request photo ID from the cardholder when requesting to unload funds from the EC card. Ensure name matches ID card.**
- **For a sale, insert the EC card in the terminal, card face up with the chip inserted first. The available balance is briefly displayed, followed by a "Sale Amount."**
- **Type in the amount of the sale (dollars and cents, the decimal is automatically included), then press enter. The message "TOTAL CORRECT?" is displayed, choose "YES" or "NO."**
  - **If amount is incorrect, touch "NO" and type in the correct amount of sale and select enter.**
- **The following messages are displayed in turn*:***
  - ***PLEASE WAIT PROCESSING NOW***
  - ***APPROVED AVAIL BAL (Remaining balance on card)***
  - ***PLEASE REMOVE CARD (the terminal will beep) A receipt is then***

EC CARD POINT OF SALE PROCESS – EC/DDS (Cont.)

Point of Sale Transactions (2 of 2) - Exchange EC/SVC For US Dollars



Find by Sponsor SSN:	123456789
Last Name:	PENN
First Name:	GENNARO
MI:	

☐ Receipt Requested

☐ Merchant POS Sales Transaction

Incoming:	100.00
Outgoing:	100.00
Rounding:	0.00
Remaining:	0.00

Incoming

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00	SV	123456	10/19/2009	1	100.00

Step 3

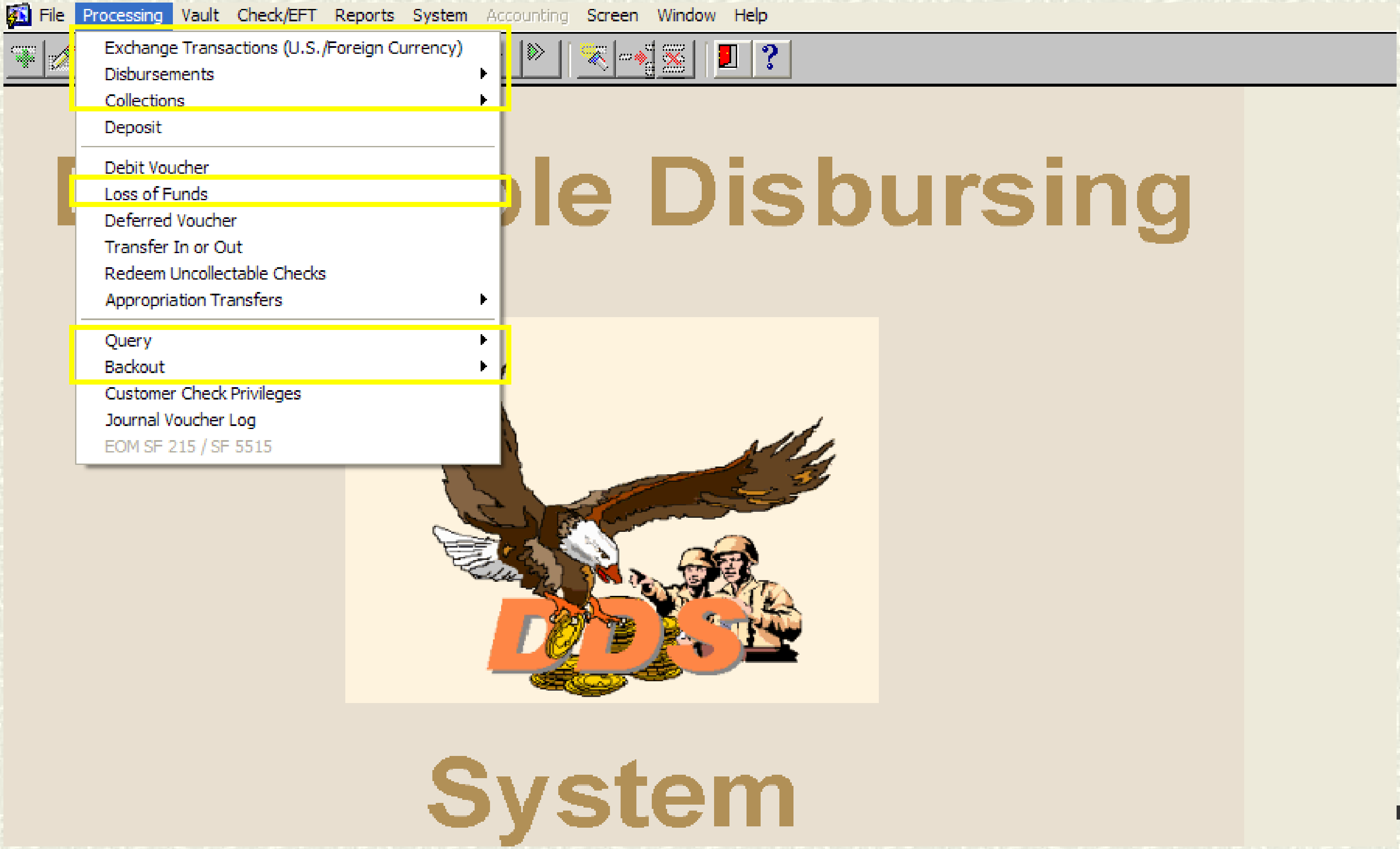
Outgoing

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00				1	100.00

Step 4

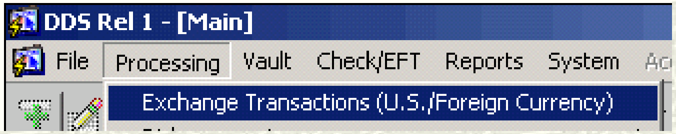
DDS TRANSACTIONS

Processing Functions

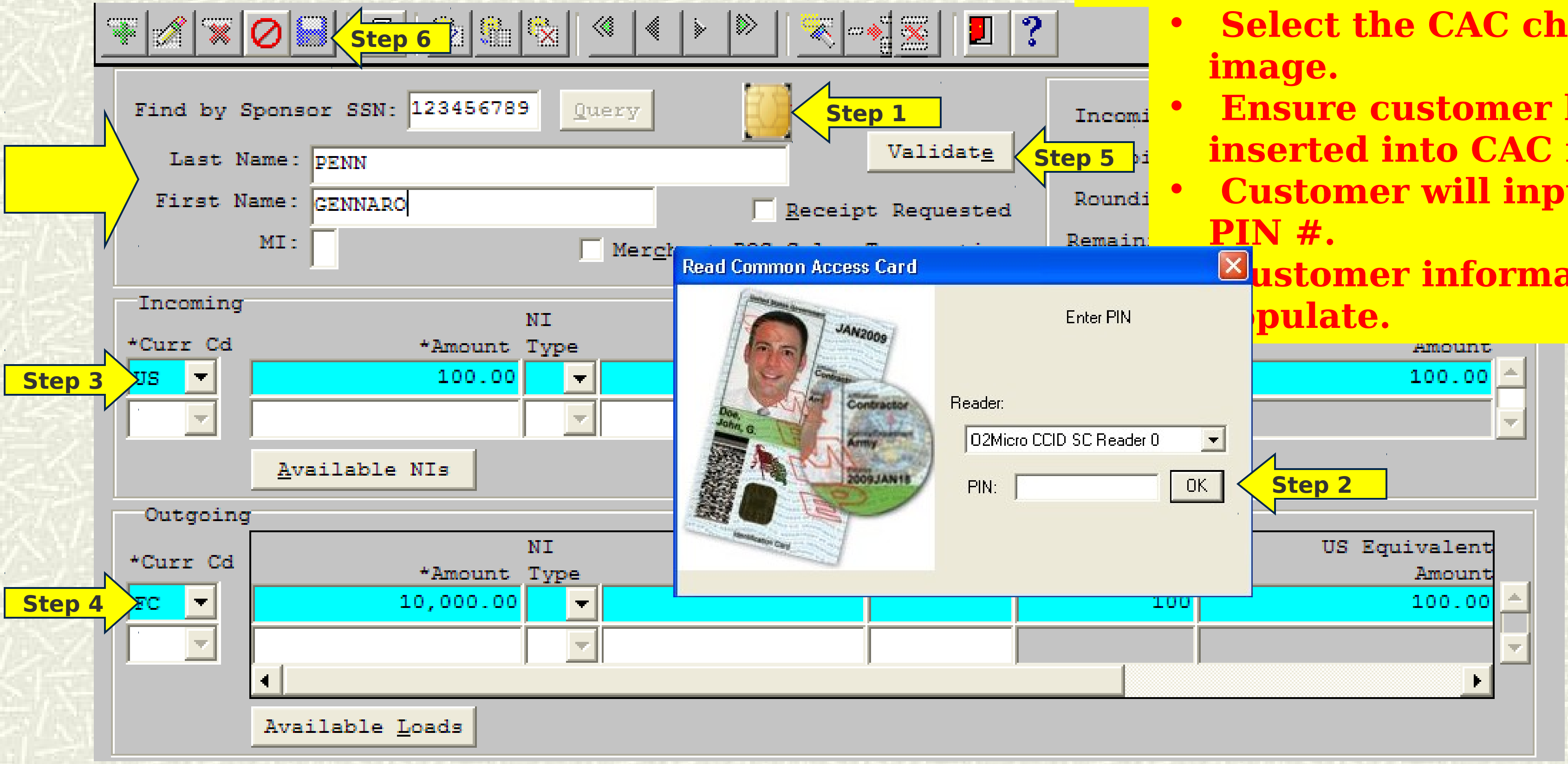

File
Processing
Vault
Check/EFT
Reports
System
Accounting
Screen
Window
Help
Exchange Transactions (U.S./Foreign Currency)
Disbursements
Collections
Deposit
Debit Voucher
Loss of Funds
Deferred Voucher
Transfer In or Out
Redeem Uncollectable Checks
Appropriation Transfers
Query
Backout
Customer Check Privileges
Journal Voucher Log
EOM SF 215 / SF 5515
ble Disbursing
DDS
System

DDS TRANSACTIONS (Cont.)

Exchange Transactions - Exchange US Dollars For Foreign


DDS Rel 1 - [Main]
File
Processing
Vault
Check/EFT
Reports
System
Ac
Exchange Transactions (U.S./Foreign Currency)

- **Processing**
- **Exchange Transactions**
  - **Select the CAC chip image.**
  - **Ensure customer has card inserted into CAC reader.**
  - **Customer will input their PIN #.**
  - **ustomer information will pulate.**


Query
Validate
Available NIs
Available Loads
Read Common Access Card
OK

Step 6

Step 1

Step 5

Step 3

Step 4

Step 2

Find by Sponsor SSN: 123456789

Last Name: PENN

First Name: GENNARO

MI:

☐ Receipt Requested

☐ Merch

Incoming

*Curr Cd	*Amount	NI Type	Amount
US	100.00		100.00

Outgoing

*Curr Cd	*Amount	NI Type		US Equivalent Amount
FC	10,000.00		100	100.00

Read Common Access Card

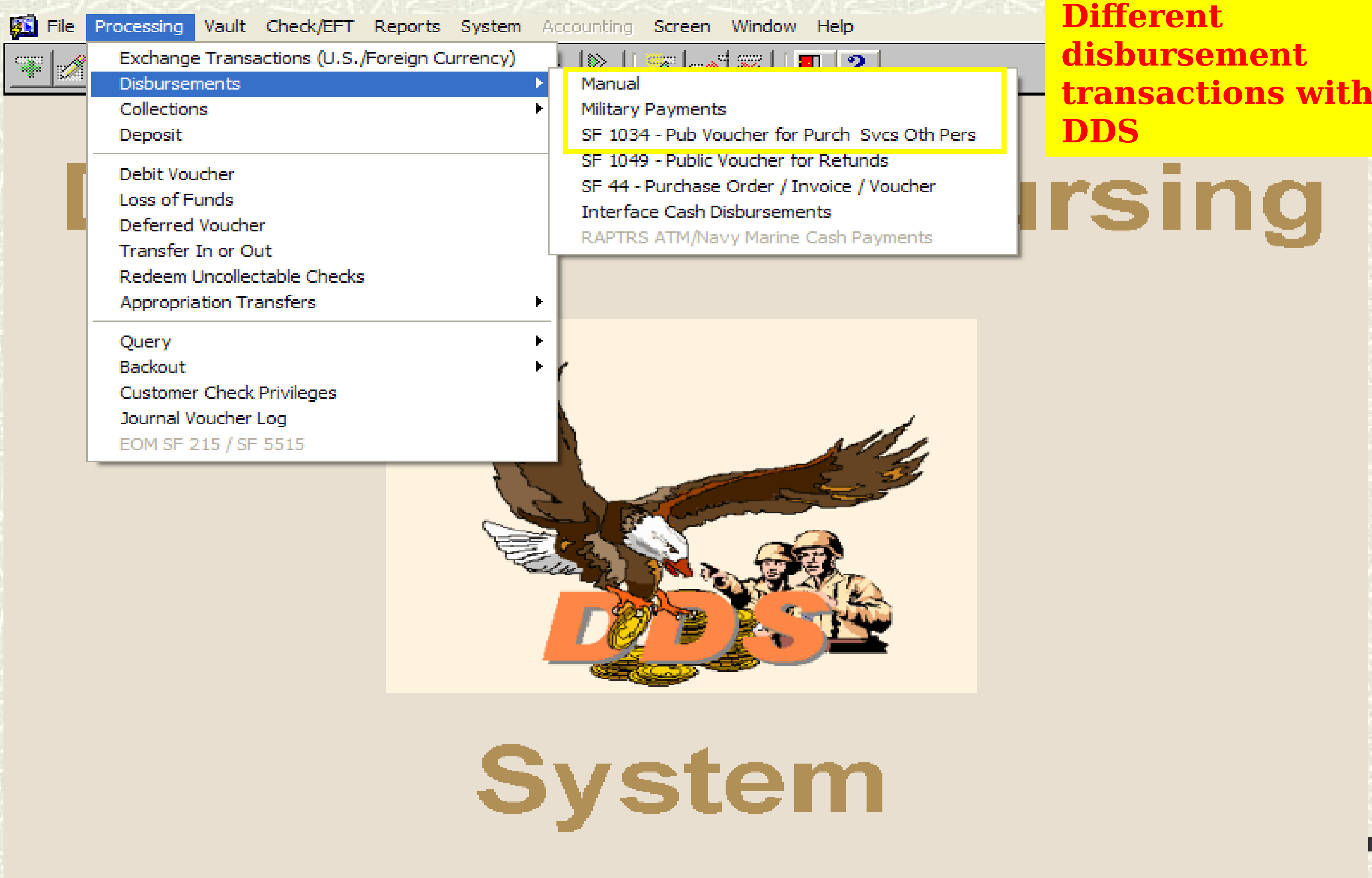
Enter PIN

Reader: O2Micro CCID SC Reader 0

PIN:

DDS TRANSACTIONS (Cont.)

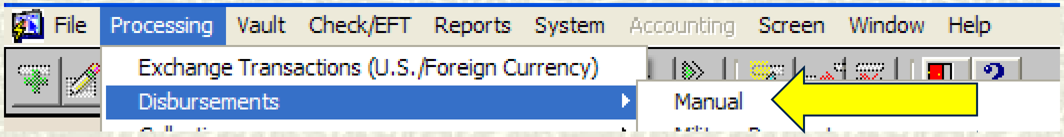
Disbursement Transactions


File
Processing
Vault
Check/EFT
Reports
System
Accounting
Screen
Window
Help
Exchange Transactions (U.S./Foreign Currency)
Disbursements
Collections
Deposit
Debit Voucher
Loss of Funds
Deferred Voucher
Transfer In or Out
Redeem Uncollectable Checks
Appropriation Transfers
Query
Backout
Customer Check Privileges
Journal Voucher Log
EOM SF 215 / SF 5515
Manual
Military Payments
SF 1034 - Pub Voucher for Purch Svcs Oth Pers
SF 1049 - Public Voucher for Refunds
SF 44 - Purchase Order / Invoice / Voucher
Interface Cash Disbursements
RAPTRS ATM/Navy Marine Cash Payments
Disbursing
DDS
System

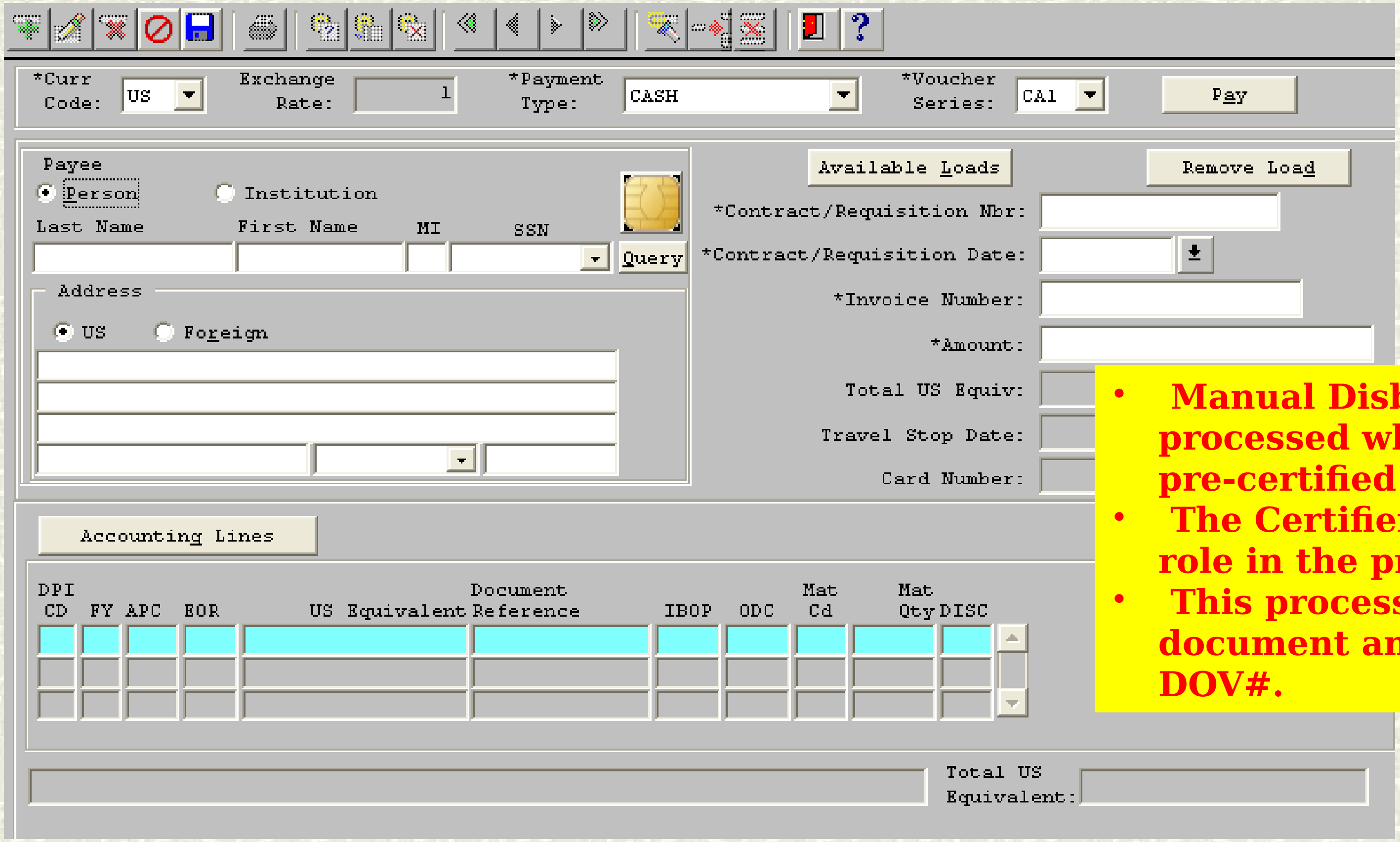
Different disbursement transactions within DDS

DDS TRANSACTIONS (Cont.)

Disbursement Transactions - Process A Manual Disbursement


File
Processing
Vault
Check/EFT
Reports
System
Accounting
Screen
Window
Help
Exchange Transactions (U.S./Foreign Currency)
Disbursements
Manual

- **Processing**
- **Disbursements**
- **Manual**


Pay
Available Loads
Remove Load
Query
Accounting Lines
DPI CD
FY
APC
EOR
US Equivalent
Document Reference
IBOP
ODC
Mat Cd
Mat Qty
DISC
Total US Equivalent:

*Curr Code: US
Exchange Rate: 1
*Payment Type: CASH
*Voucher Series: CA1

Payee: ● Person ○ Institution
Last Name
First Name
MI
SSN

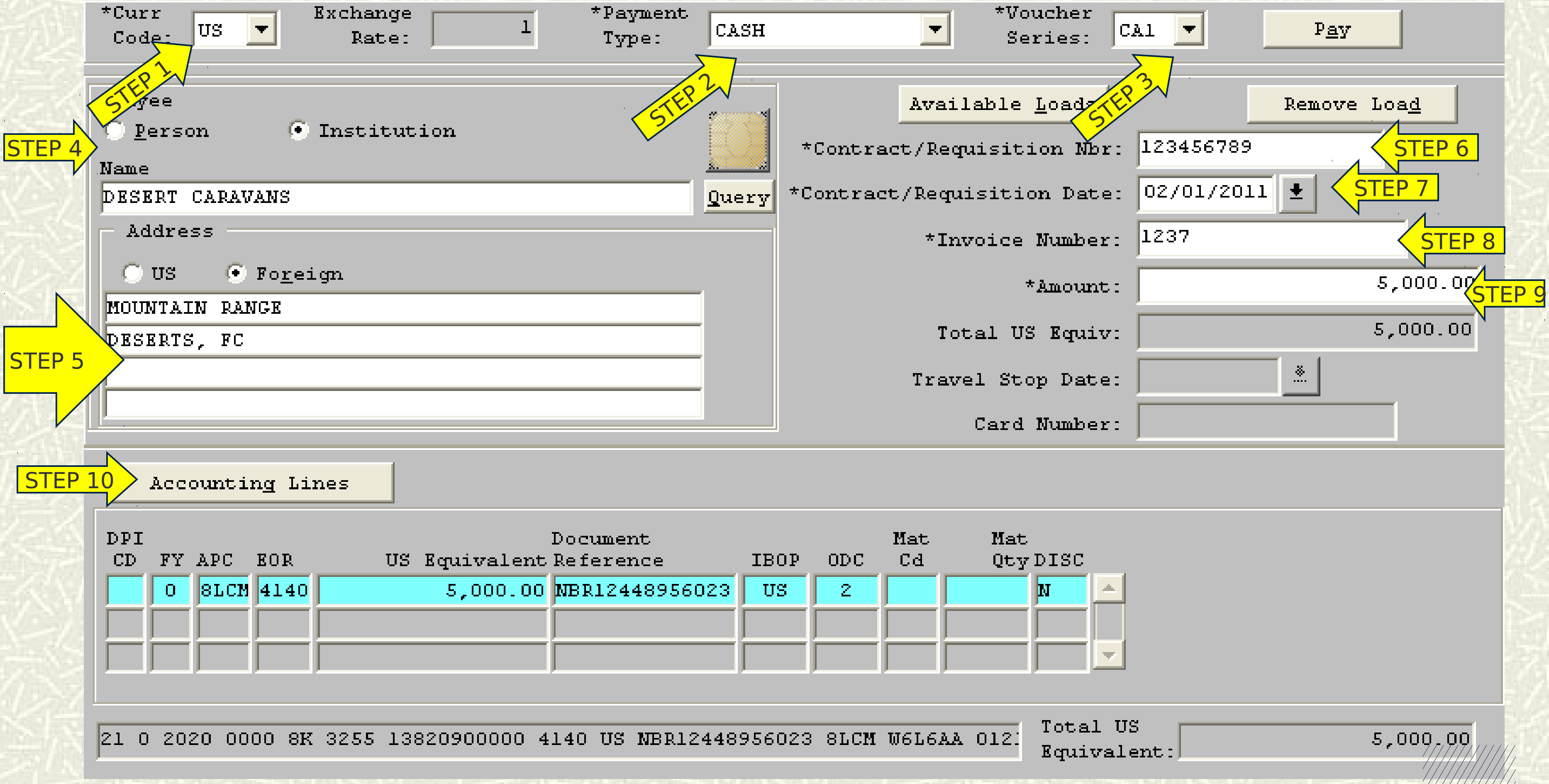
Address: ● US ○ Foreign

*Contract/Requisition Nbr:
*Contract/Requisition Date:
*Invoice Number:
*Amount:
Total US Equiv:
Travel Stop Date:
Card Number:

- **Manual Disbursements are processed when the user has a pre-certified document only.**
- **The Certifier does not play a role in the process.**
- **This process will not produce a document and will only assign a DOV#.**

DDS TRANSACTIONS (Cont.)

Disbursement Transactions - Process A Manual Disbursement (1 of 3)



*Curr Code: US

Exchange Rate: 1

*Payment Type: CASH

*Voucher Series: CA1

Payee
○ Person ● Institution

Name: DESERT CARAVANS

Address
○ US ● Foreign
MOUNTAIN RANGE
DESERTS, FC

*Contract/Requisition Nbr: 123456789

*Contract/Requisition Date: 02/01/2011

*Invoice Number: 1237

*Amount: 5,000.00

Total US Equiv: 5,000.00

Travel Stop Date:

Card Number:

DPI CD	FY	APC	EOR	US Equivalent	Document Reference	IBOP	ODC	Mat Cd	Mat Qty	DISC
	0	8LCM	4140	5,000.00	NBR12448956023	US	2			N

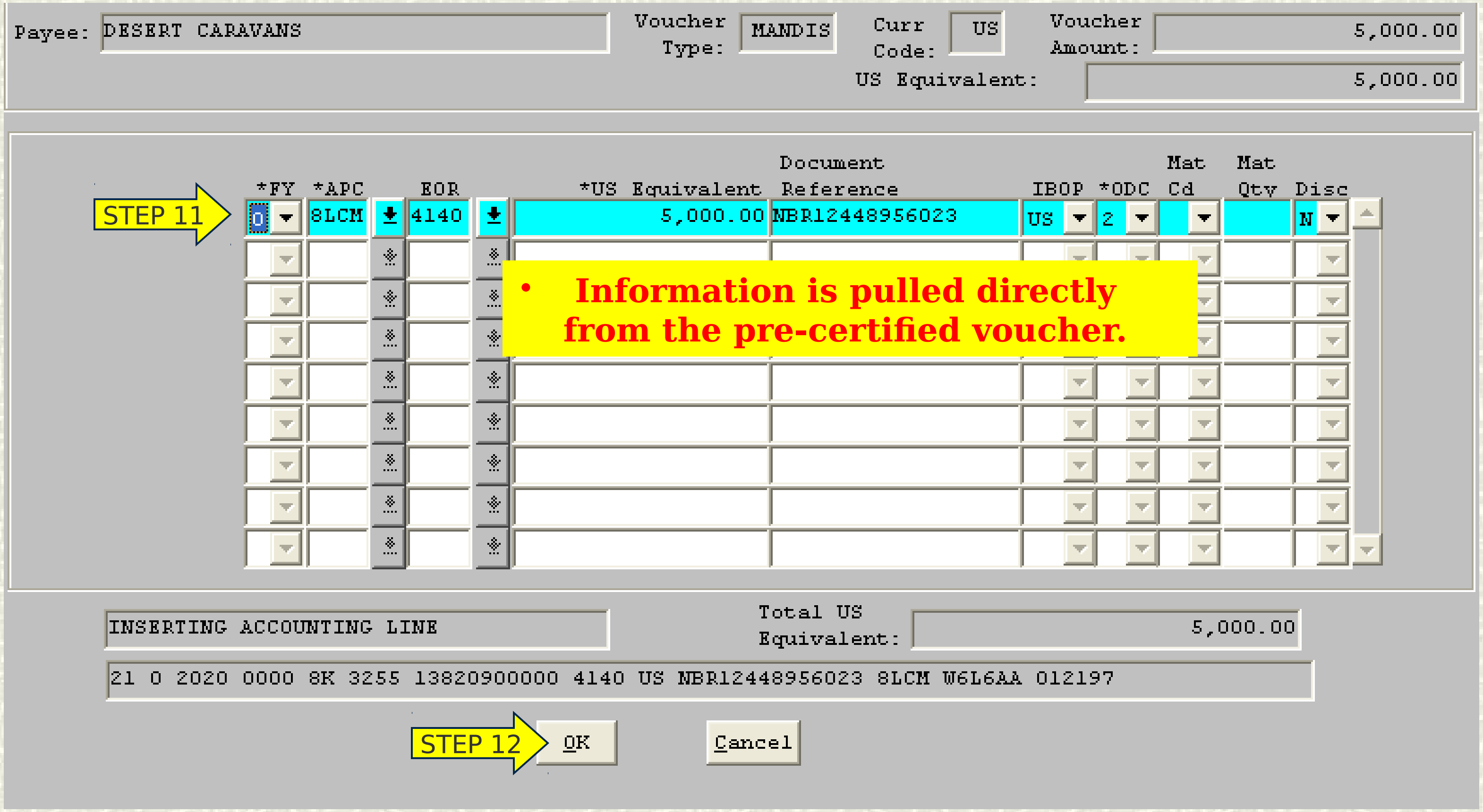
21 0 2020 0000 8K 3255 13820900000 4140 US NBR12448956023 8LCM W6L6AA 012

Total US Equivalent: 5,000.00

STEP 1
STEP 2
STEP 3
STEP 4
STEP 5
STEP 6
STEP 7
STEP 8
STEP 9
STEP 10

DDS TRANSACTIONS (Cont.)

Disbursement Transactions - Process A Manual Disbursement (2 of 3)



Payee: DESERT CARAVANS

Voucher Type: MANDIS

Curr Code: US

Voucher Amount: 5,000.00

US Equivalent: 5,000.00

*FY	*APC	EOR	*US Equivalent	Document Reference	IBOP	*ODC	Mat Cd	Mat Qty	Disc
0	8LCM	4140	5,000.00	NBR12448956023	US	2			N

INSERTING ACCOUNTING LINE

Total US Equivalent: 5,000.00

21 0 2020 0000 8K 3255 13820900000 4140 US NBR12448956023 8LCM W6L6AA 012197

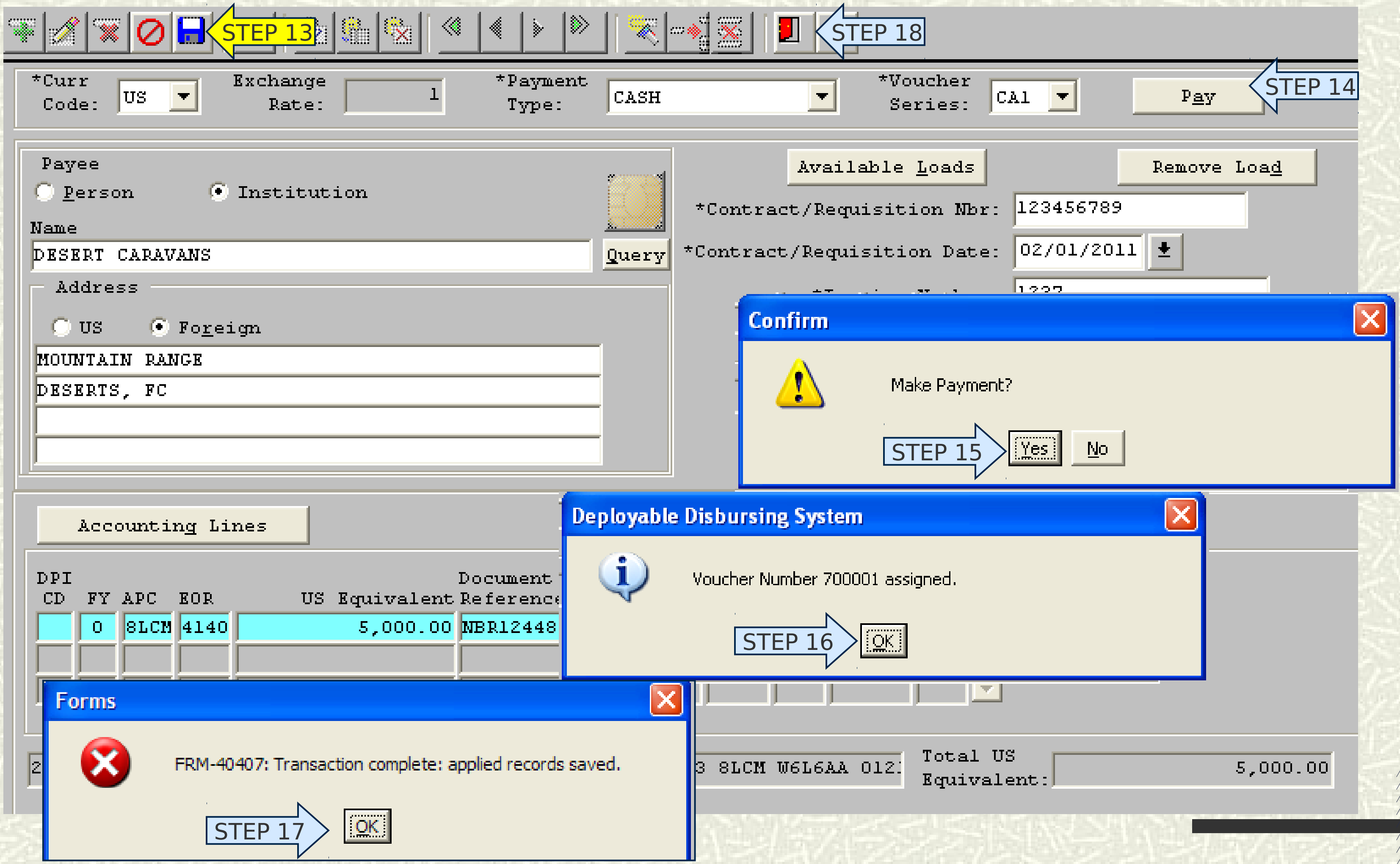
STEP 11

STEP 12

- Information is pulled directly from the pre-certified voucher.

DDS TRANSACTIONS (Cont.)

Disbursement Transactions - Process A Manual Disbursement (3 of 3)



STEP 13

STEP 18

*Curr Code:	US	Exchange Rate:	1
*Payment Type:	CASH	*Voucher Series:	CA1

Pay — STEP 14

Payee
○ Person ● Institution

Name: DESERT CARAVANS

Query

Address
○ US ● Foreign

MOUNTAIN RANGE
DESERTS, FC

Available Loads

Remove Load

*Contract/Requisition Nbr: 123456789

*Contract/Requisition Date: 02/01/2011

Confirm

Make Payment?

STEP 15 → Yes | No

Deployable Disbursing System

Voucher Number 700001 assigned.

STEP 16 → OK

Accounting Lines

DPI CD	FY	APC	EOR	US Equivalent	Document Reference
	0	8LCM	4140	5,000.00	NBR12448

Forms

FRM-40407: Transaction complete: applied records saved.

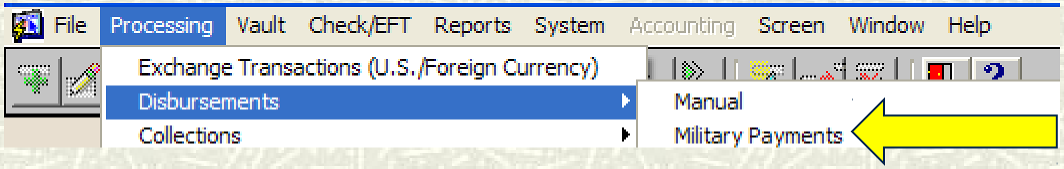
STEP 17 → OK

3 8LCM W6L6AA 012

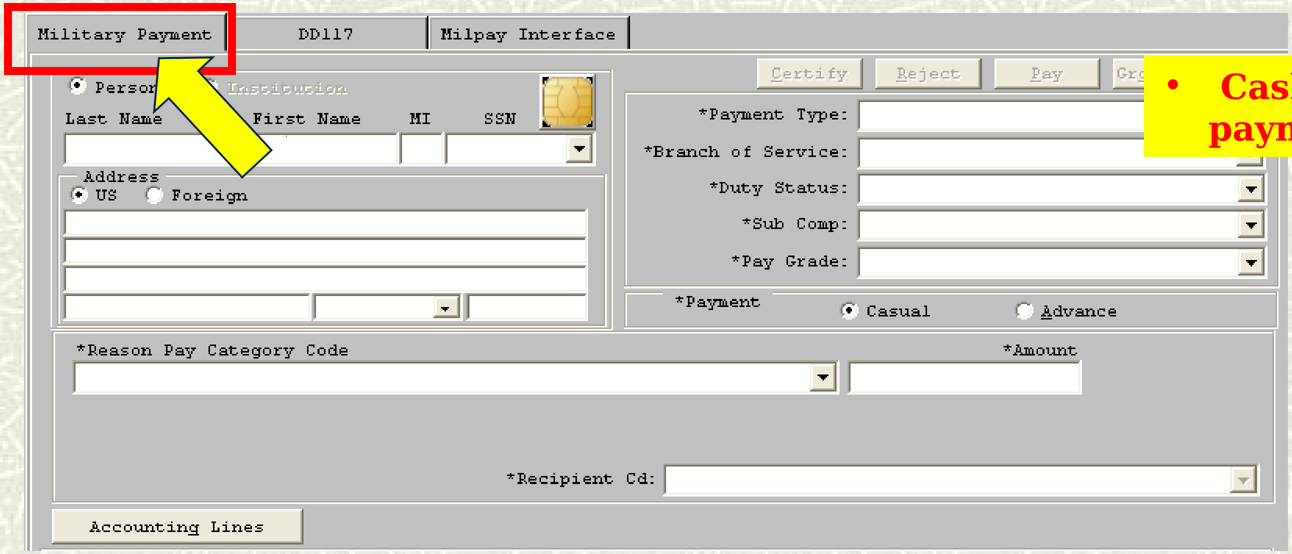
Total US Equivalent: 5,000.00

DDS TRANSACTIONS (Cont.)

Disbursement Transactions - Military Payment (Casual/Local Pay)


File
Processing
Vault
Check/EFT
Reports
System
Accounting
Screen
Window
Help
Exchange Transactions (U.S./Foreign Currency)
Disbursements
Collections
Manual
Military Payments

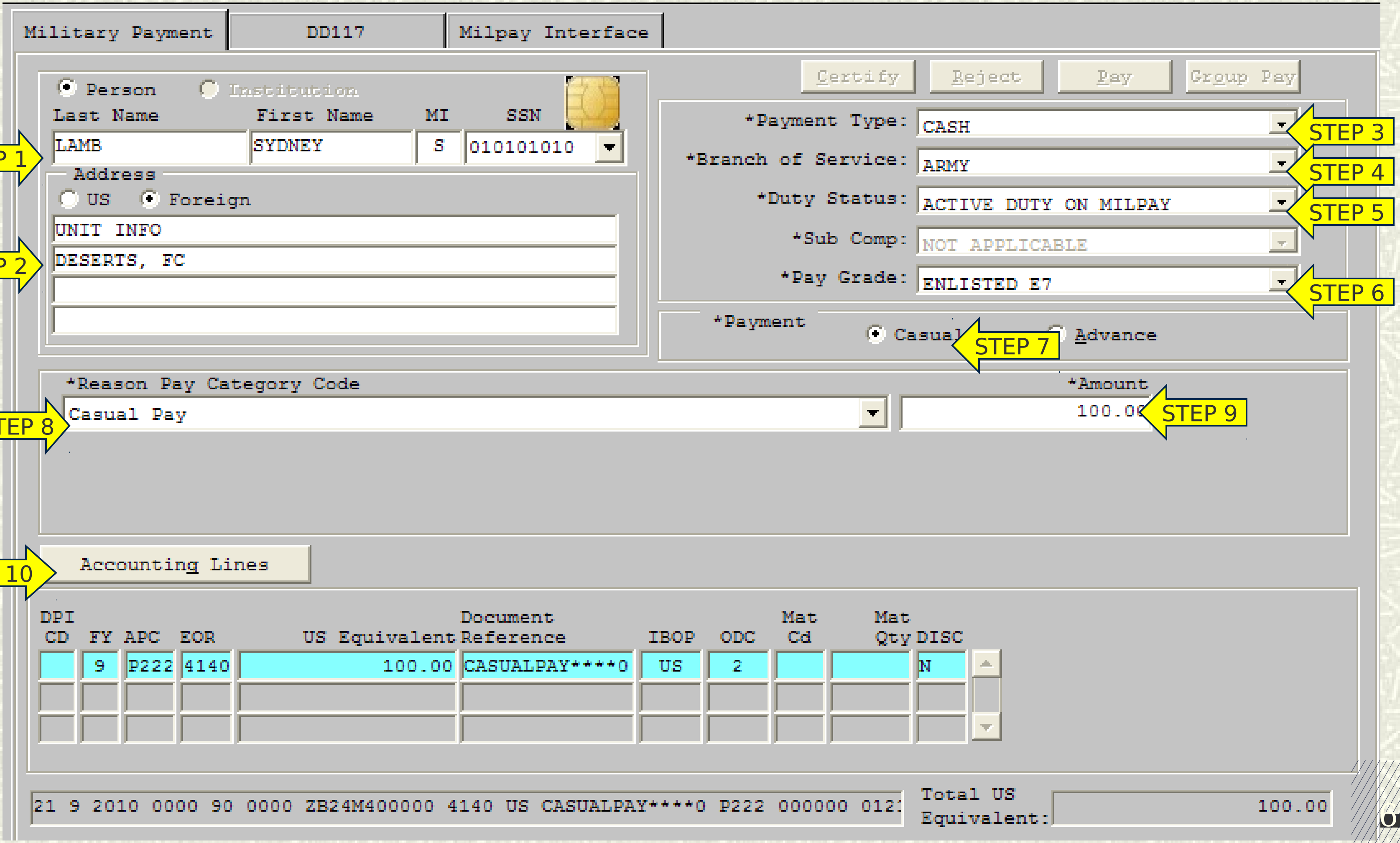
- **Processing**
- **Disbursements**
- **Military Payments (Casual/Local Pay)**


Military Payment
DD117
Milpay Interface
Certify
Reject
Pay
● Person
○ Institution
Last Name
First Name
MI
SSN
Address
● US
○ Foreign
*Payment Type:
*Branch of Service:
*Duty Status:
*Sub Comp:
*Pay Grade:
*Payment
● Casual
○ Advance
*Reason Pay Category Code
*Amount
*Recipient Cd:
Accounting Lines

- **Cashiers will input military payments.**

DDS TRANSACTIONS (Cont.)

Disbursement Transactions – Process A Military Payment (1 of 4)


Military Payment
DD117
Milpay Interface
Certify
Reject
Pay
Group Pay
Accounting Lines
STEP 1
STEP 2
STEP 3
STEP 4
STEP 5
STEP 6
STEP 7
STEP 8
STEP 9
STEP 10

● Person ○ Institution

Last Name	First Name	MI	SSN
LAMB	SYDNEY	S	010101010

Address: ○ US ● Foreign

UNIT INFO
DESERTS, FC

*Payment Type: CASH
*Branch of Service: ARMY
*Duty Status: ACTIVE DUTY ON MILPAY
*Sub Comp: NOT APPLICABLE
*Pay Grade: ENLISTED E7
*Payment: ● Casual ○ Advance

*Reason Pay Category Code: Casual Pay
*Amount: 100.00

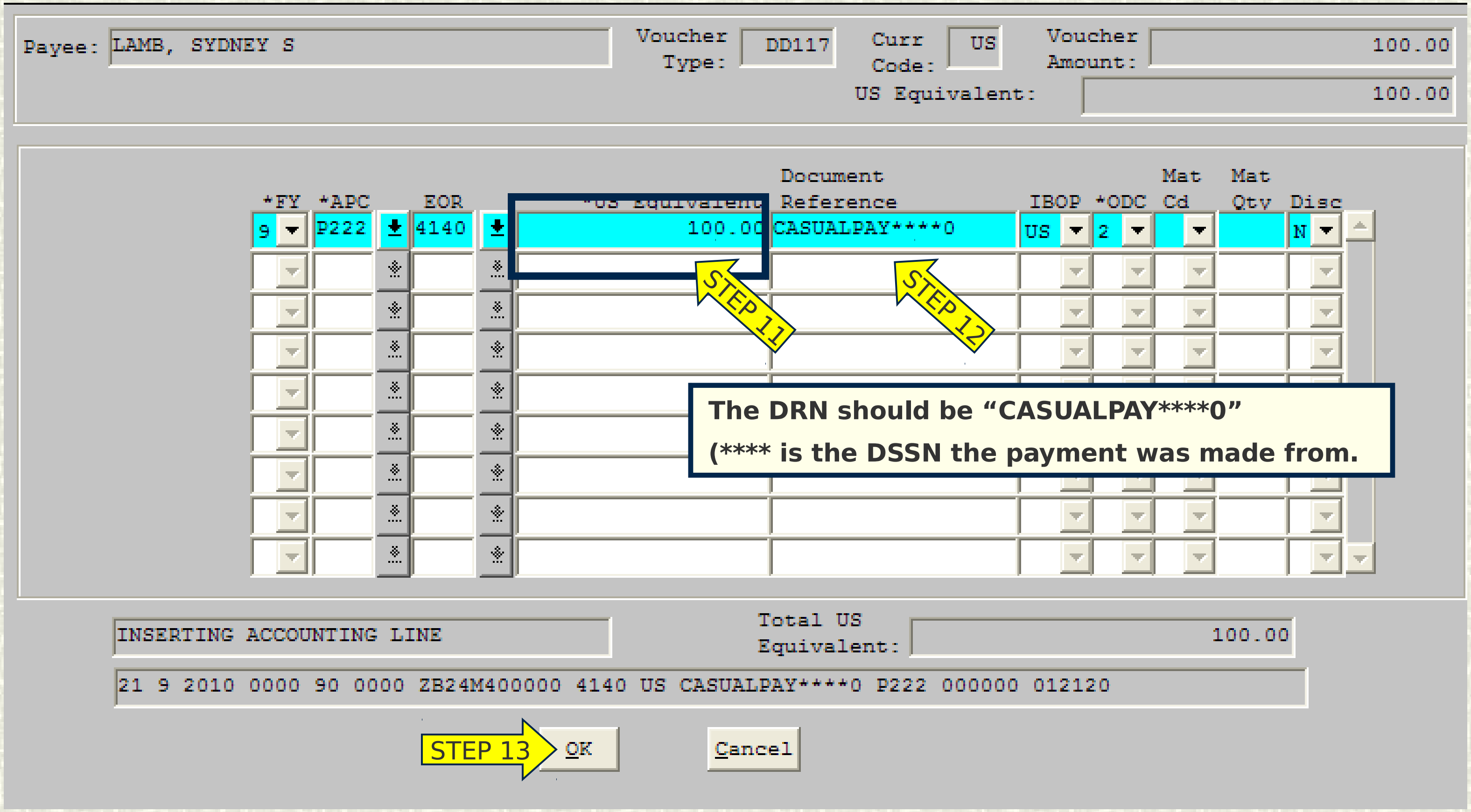
DPI CD	FY	APC	EOR	US Equivalent	Document Reference	IBOP	ODC	Mat Cd	Mat Qty	DISC
	9	P222	4140	100.00	CASUALPAY****0	US	2			N

21 9 2010 0000 90 0000 ZB24M400000 4140 US CASUALPAY****0 P222 000000 012

Total US Equivalent: 100.00

DDS TRANSACTIONS (Cont.)

Disbursement Transactions – Process A Military Payment (2 of 4)



Payee: LAMB, SYDNEY S
Voucher Type: DD117
Curr Code: US
Voucher Amount: 100.00
US Equivalent: 100.00

*FY	*APC	EOR	*US Equivalent	Document Reference	IBOP	*ODC	Mat Cd	Mat Qty	Disc
9	P222	4140	100.00	CASUALPAY****0	US	2			N

STEP 11

STEP 12

The DRN should be "CASUALPAY****0"

(**** is the DSSN the payment was made from.

INSERTING ACCOUNTING LINE

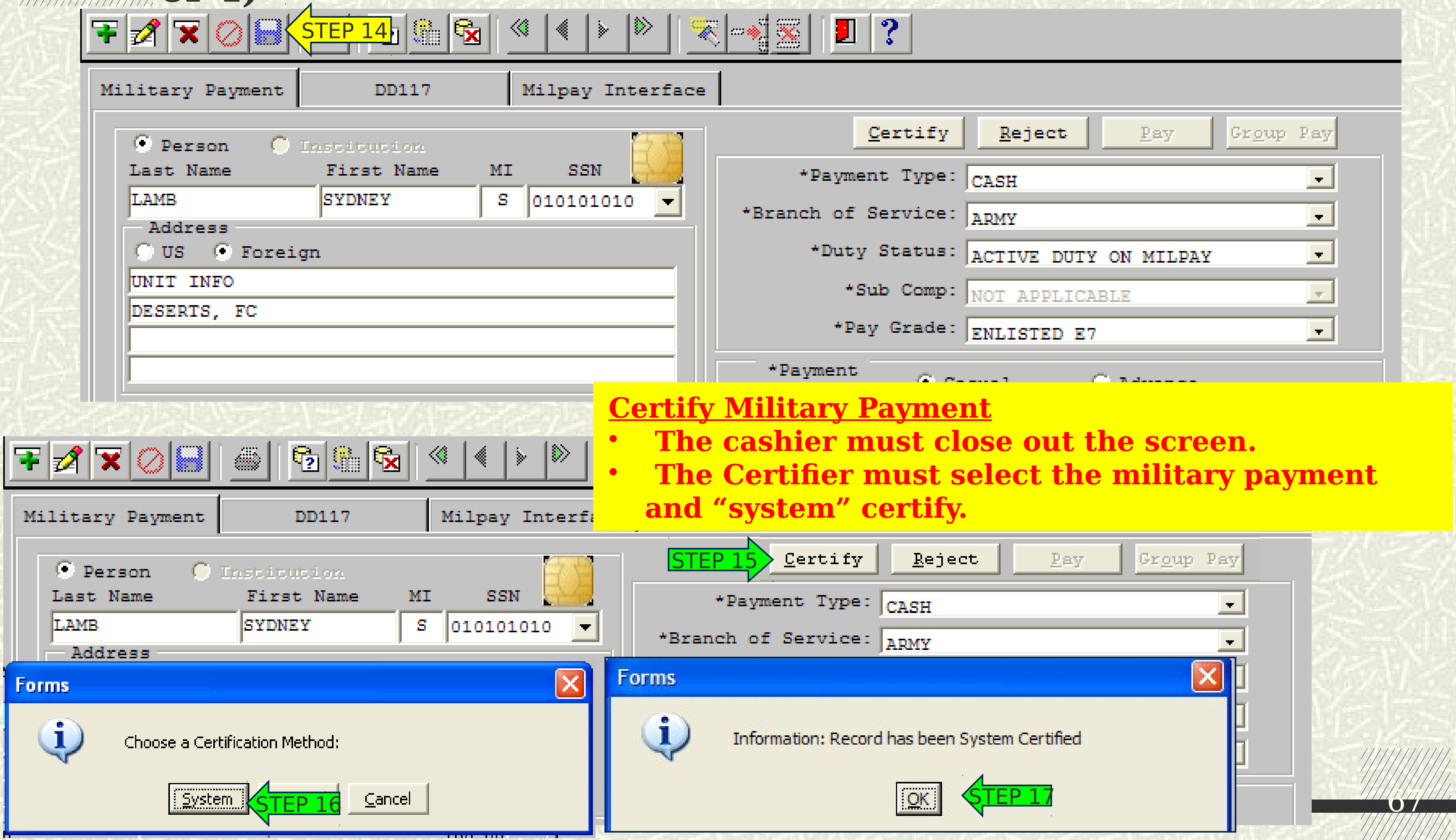
Total US Equivalent: 100.00

21 9 2010 0000 90 0000 ZB24M400000 4140 US CASUALPAY****0 P222 000000 012120

STEP 13

DDS TRANSACTIONS (Cont.)

Disbursement Transactions – Process A Military Payment (3 of 4)



STEP 14

Military Payment | DD117 | Milpay Interface

● Person ○ Institution

Last Name	First Name	MI	SSN
LAMB	SYDNEY	S	010101010

Address

○ US ● Foreign

UNIT INFO

DESERTS, FC

*Payment Type: CASH

*Branch of Service: ARMY

*Duty Status: ACTIVE DUTY ON MILPAY

*Sub Comp: NOT APPLICABLE

*Pay Grade: ENLISTED E7

*Payment

Certify Military Payment

- The cashier must close out the screen.
- The Certifier must select the military payment and "system" certify.

STEP 15

Forms

Choose a Certification Method:

STEP 16

Forms

Information: Record has been System Certified

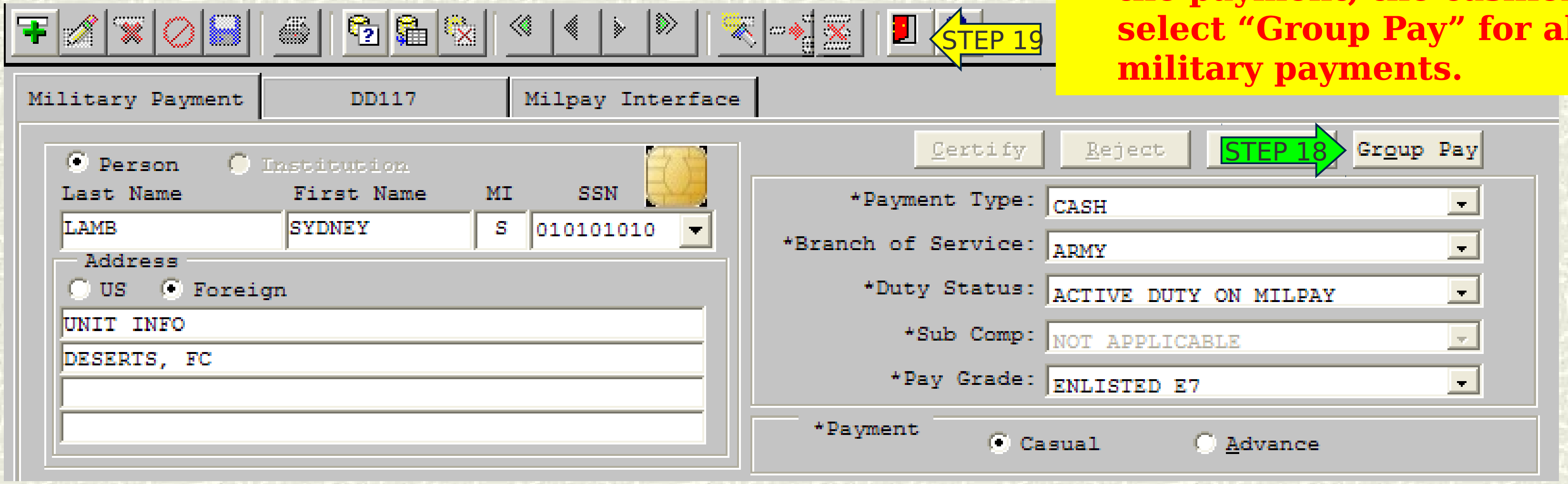
STEP 17

DDS TRANSACTIONS (Cont.)

Disbursement Transactions – Process A Military Payment (4 of 4)

Group Pay

- Once the Certifier has Certified the payment, the cashier will select "Group Pay" for all military payments.



STEP 19

STEP 18

Military Payment
DD117
Milpay Interface
Certify
Reject
Group Pay

● Person ○ Institution

Last Name	First Name	MI	SSN
LAMB	SYDNEY	S	010101010

Address

○ US ● Foreign

UNIT INFO

DESERTS, FC

*Payment Type: CASH

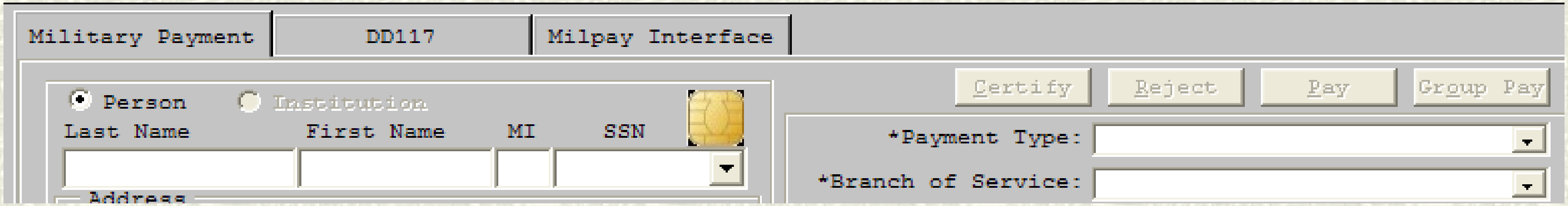
*Branch of Service: ARMY

*Duty Status: ACTIVE DUTY ON MILPAY

*Sub Comp: NOT APPLICABLE

*Pay Grade: ENLISTED E7

*Payment ● Casual ○ Advance



Military Payment
DD117
Milpay Interface
Certify
Reject
Pay
Group Pay

● Person ○ Institution

Last Name First Name MI SSN

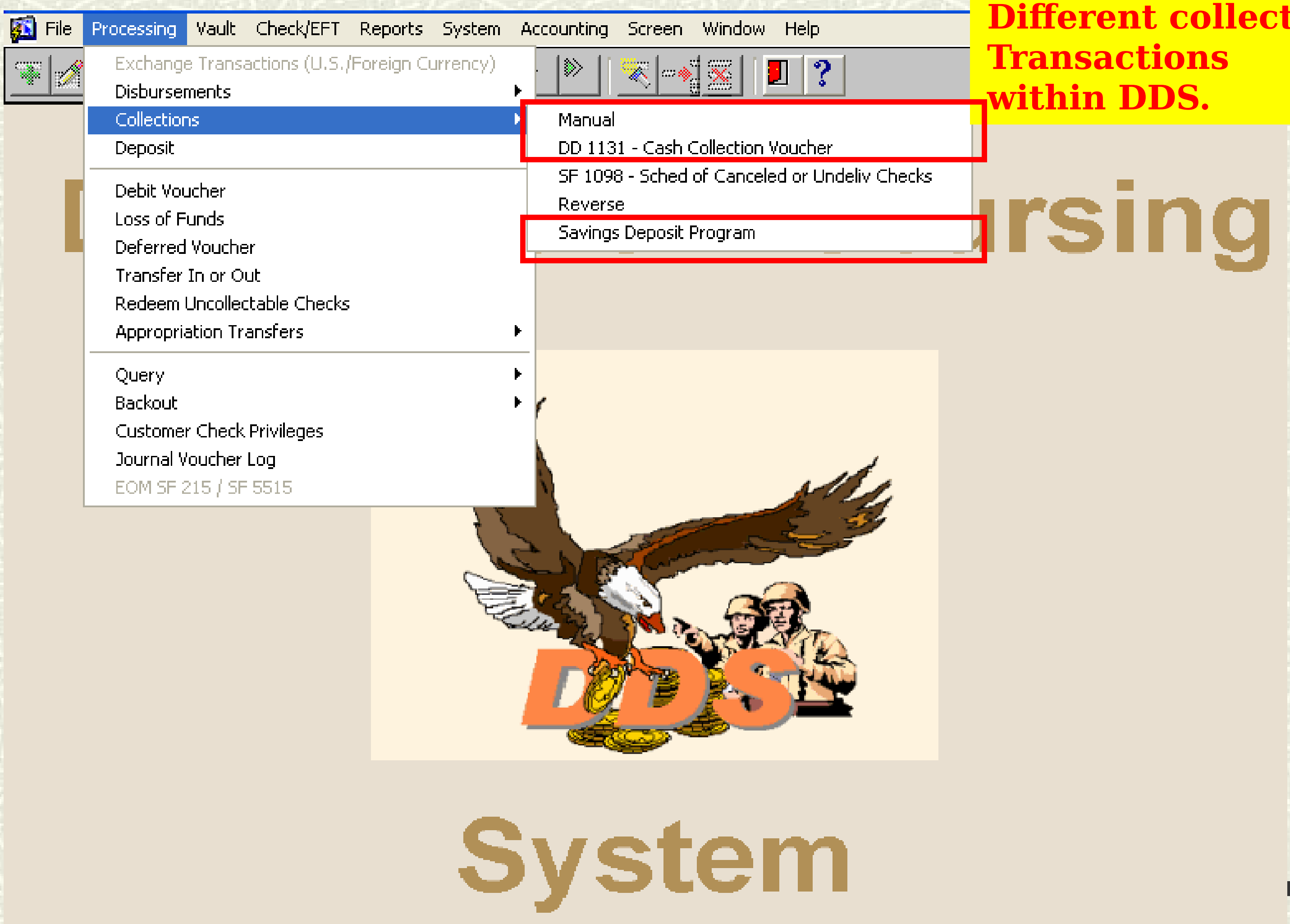
Address

*Payment Type:

*Branch of Service:

DDS TRANSACTIONS (Cont.)

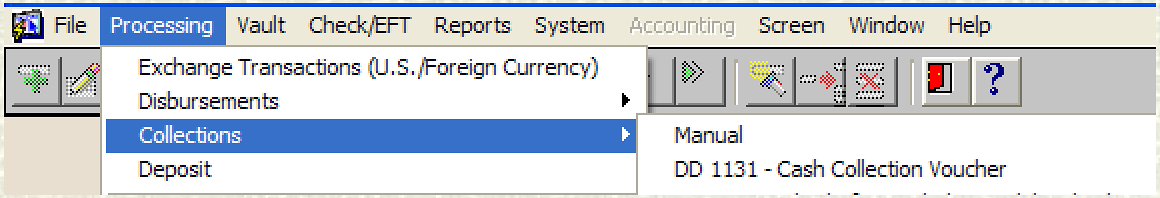
Collection Transactions


File
Processing
Vault
Check/EFT
Reports
System
Accounting
Screen
Window
Help
Exchange Transactions (U.S./Foreign Currency)
Disbursements
Collections
Deposit
Debit Voucher
Loss of Funds
Deferred Voucher
Transfer In or Out
Redeem Uncollectable Checks
Appropriation Transfers
Query
Backout
Customer Check Privileges
Journal Voucher Log
EOM SF 215 / SF 5515
Manual
DD 1131 - Cash Collection Voucher
SF 1098 - Sched of Canceled or Undeliv Checks
Reverse
Savings Deposit Program
Disbursing
DDS
System

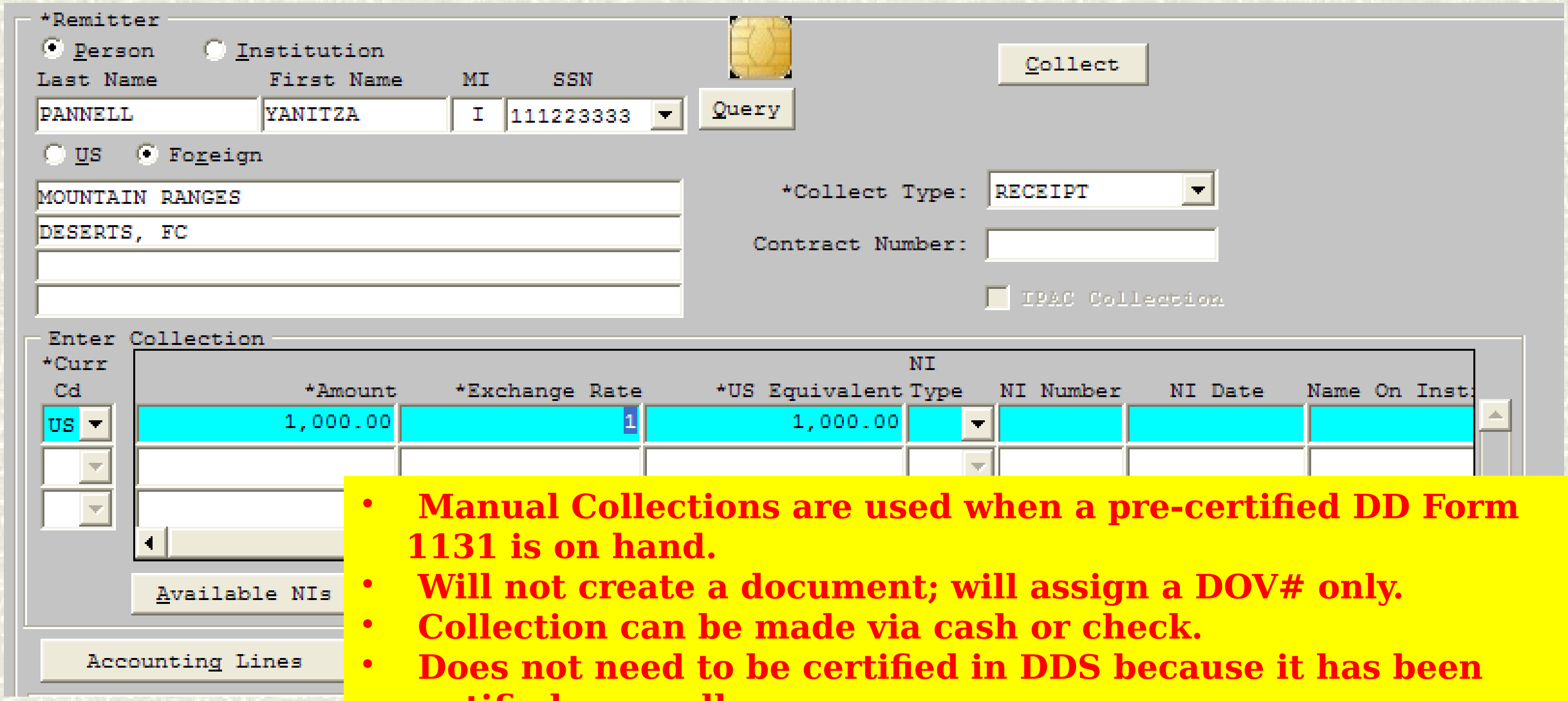
Different collection Transactions within DDS.

DDS TRANSACTIONS (Cont.)

Collection Transactions – Manual Collections (1 of 3)


File
Processing
Vault
Check/EFT
Reports
System
Accounting
Screen
Window
Help
Exchange Transactions (U.S./Foreign Currency)
Disbursements
Collections
Deposit
Manual
DD 1131 - Cash Collection Voucher

- **Processing**
- **Collections**
- **Manual**


Collect
Query
Available NIs
Accounting Lines

*Remitter

● Person ○ Institution

Last Name	First Name	MI	SSN
PANNELL	YANITZA	I	111223333

○ US ● Foreign

MOUNTAIN RANGES
DESERTS, FC

*Collect Type: RECEIPT

Contract Number:

☐ IPAC Collection

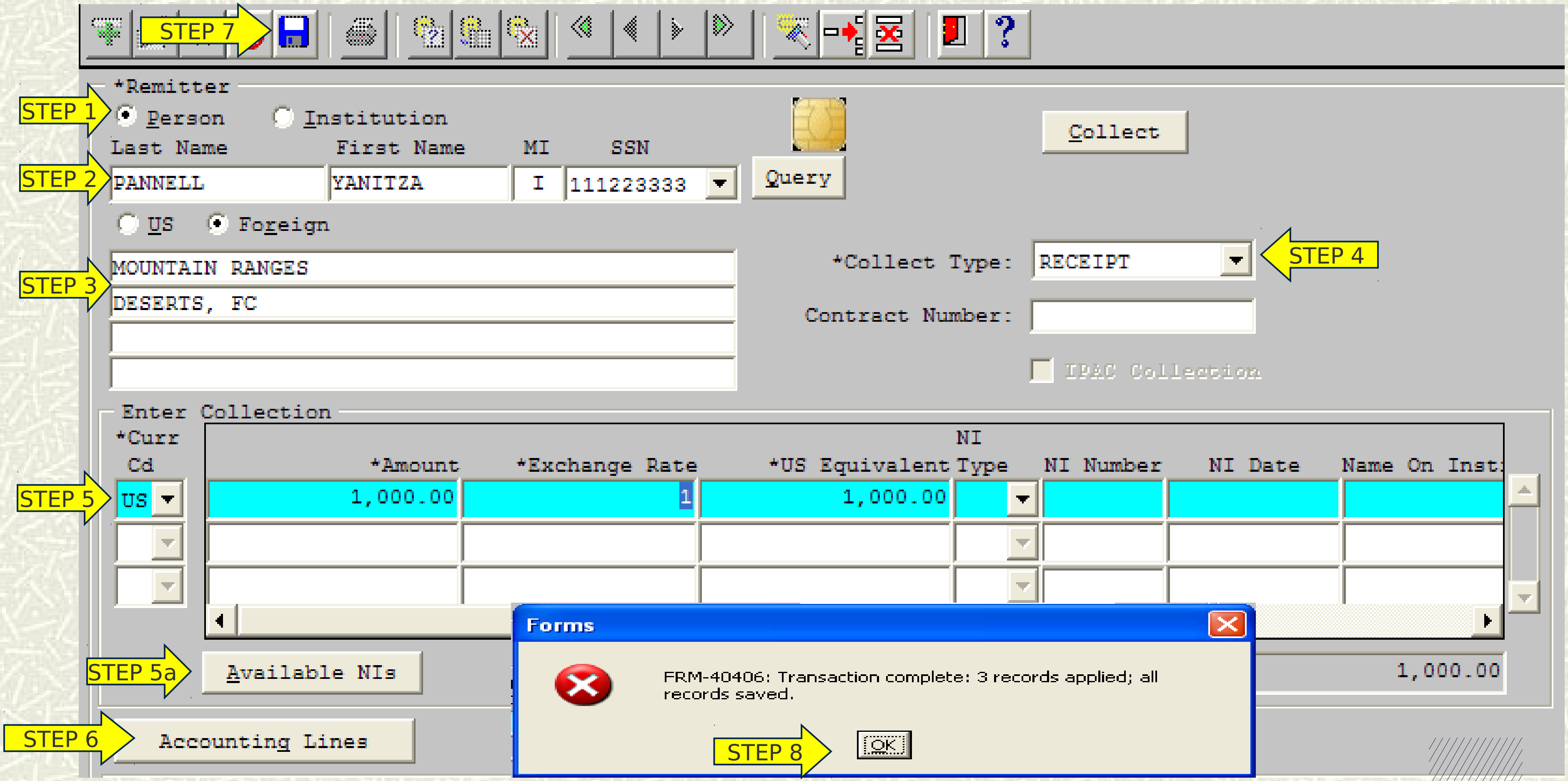
Enter Collection

*Curr Cd	*Amount	*Exchange Rate	*US Equivalent	NI Type	NI Number	NI Date	Name On Inst
US	1,000.00	1	1,000.00				

- **Manual Collections are used when a pre-certified DD Form 1131 is on hand.**
- **Will not create a document; will assign a DOV# only.**
- **Collection can be made via cash or check.**
- **Does not need to be certified in DDS because it has been certified manually.**

DDS TRANSACTIONS (Cont.)

Collection Transactions – Manual Collections (2 of 3)



STEP 1 *Remitter: ● Person ○ Institution

STEP 2 Last Name: PANNELL First Name: YANITZA MI: I SSN: 111223333

○ US ● Foreign

STEP 3 MOUNTAIN RANGES
DESERTS, FC

STEP 4 *Collect Type: RECEIPT

Contract Number:

☐ IPAC Collection

Enter Collection

*Curr Cd	*Amount	*Exchange Rate	*US Equivalent	NI Type	NI Number	NI Date	Name On Inst
US	1,000.00	1	1,000.00				

1,000.00

STEP 5 (Curr Cd)

STEP 5a Available NIs

STEP 6 Accounting Lines

STEP 7 (Save)

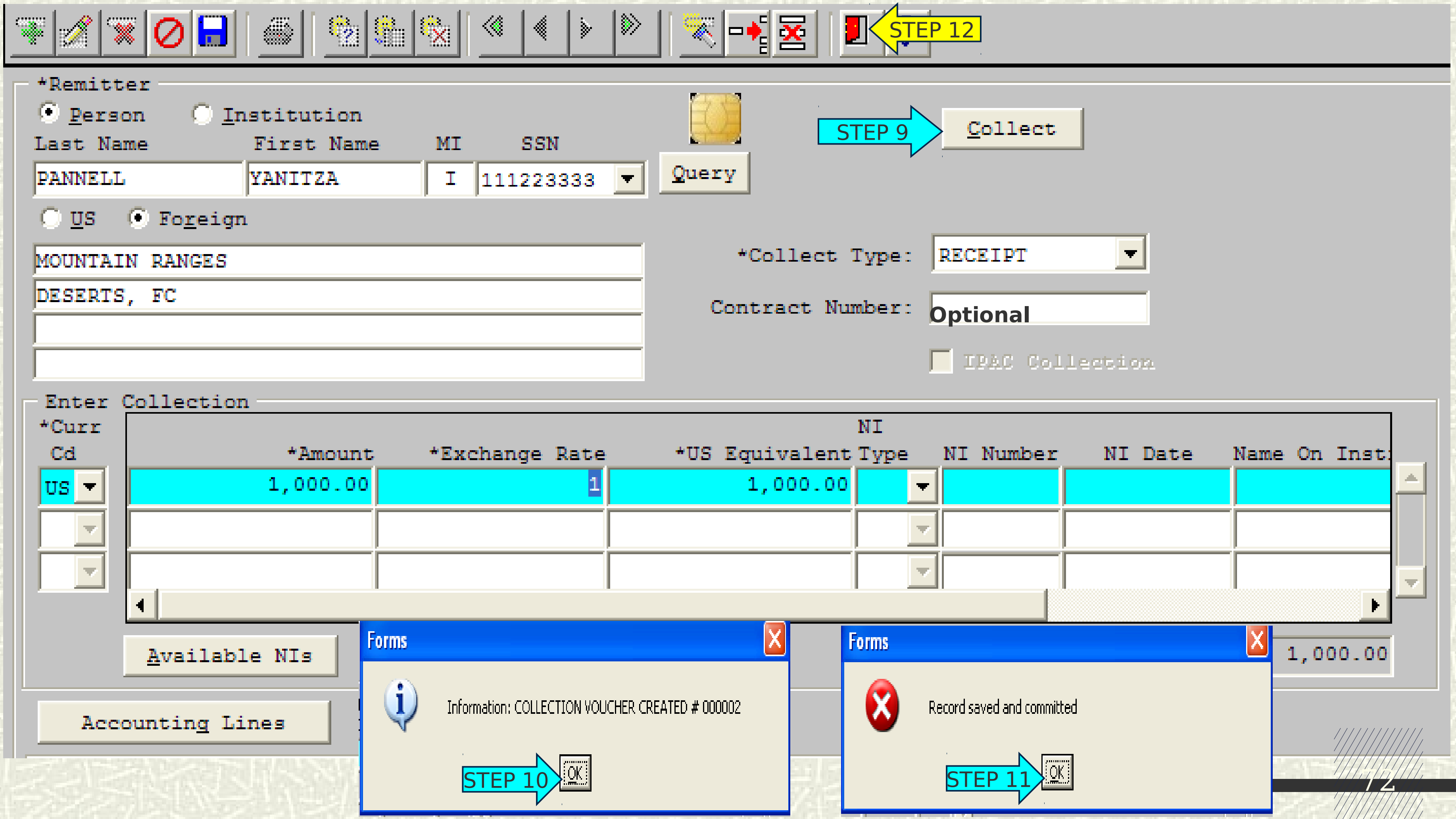
Forms

FRM-40406: Transaction complete: 3 records applied; all records saved.

STEP 8 OK

DDS TRANSACTIONS (Cont.)

Collection Transactions – Manual Collections (3 of 3)



STEP 12

STEP 9 Collect

*Remitter

● Person ○ Institution

Last Name	First Name	MI	SSN
PANNELL	YANITZA	I	111223333

○ US ● Foreign

MOUNTAIN RANGES
DESERTS, FC

*Collect Type: RECEIPT

Contract Number: Optional

☐ IPAC Collection

Enter Collection

*Curr Cd	*Amount	*Exchange Rate	*US Equivalent	NI Type	NI Number	NI Date	Name On Inst
US	1,000.00	1	1,000.00				

1,000.00

Information: COLLECTION VOUCHER CREATED # 000002

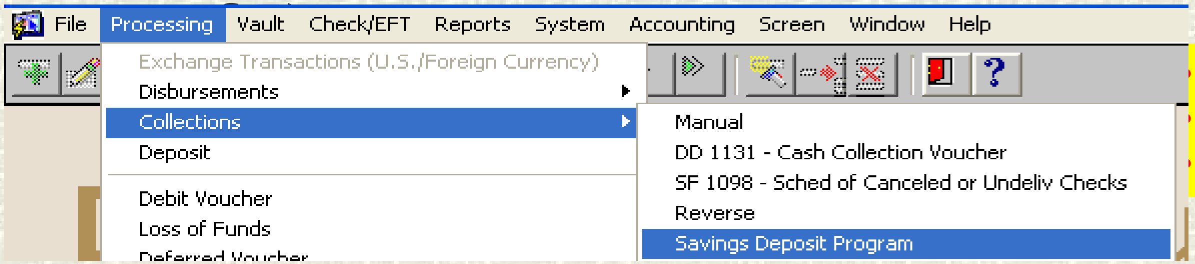
STEP 10 OK

Record saved and committed

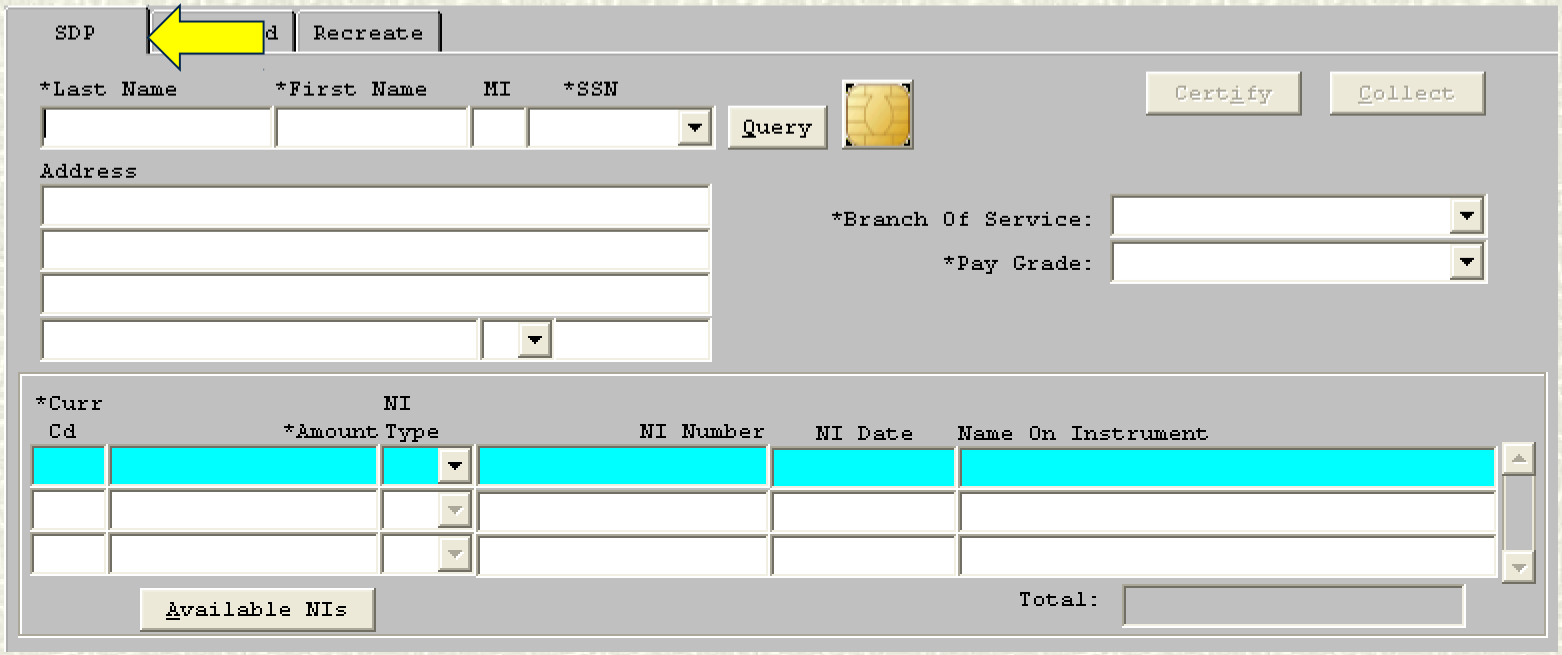
STEP 11 OK

DDS TRANSACTIONS (Cont.)

Collection Transactions – Savings Deposit Program (SDP) (1

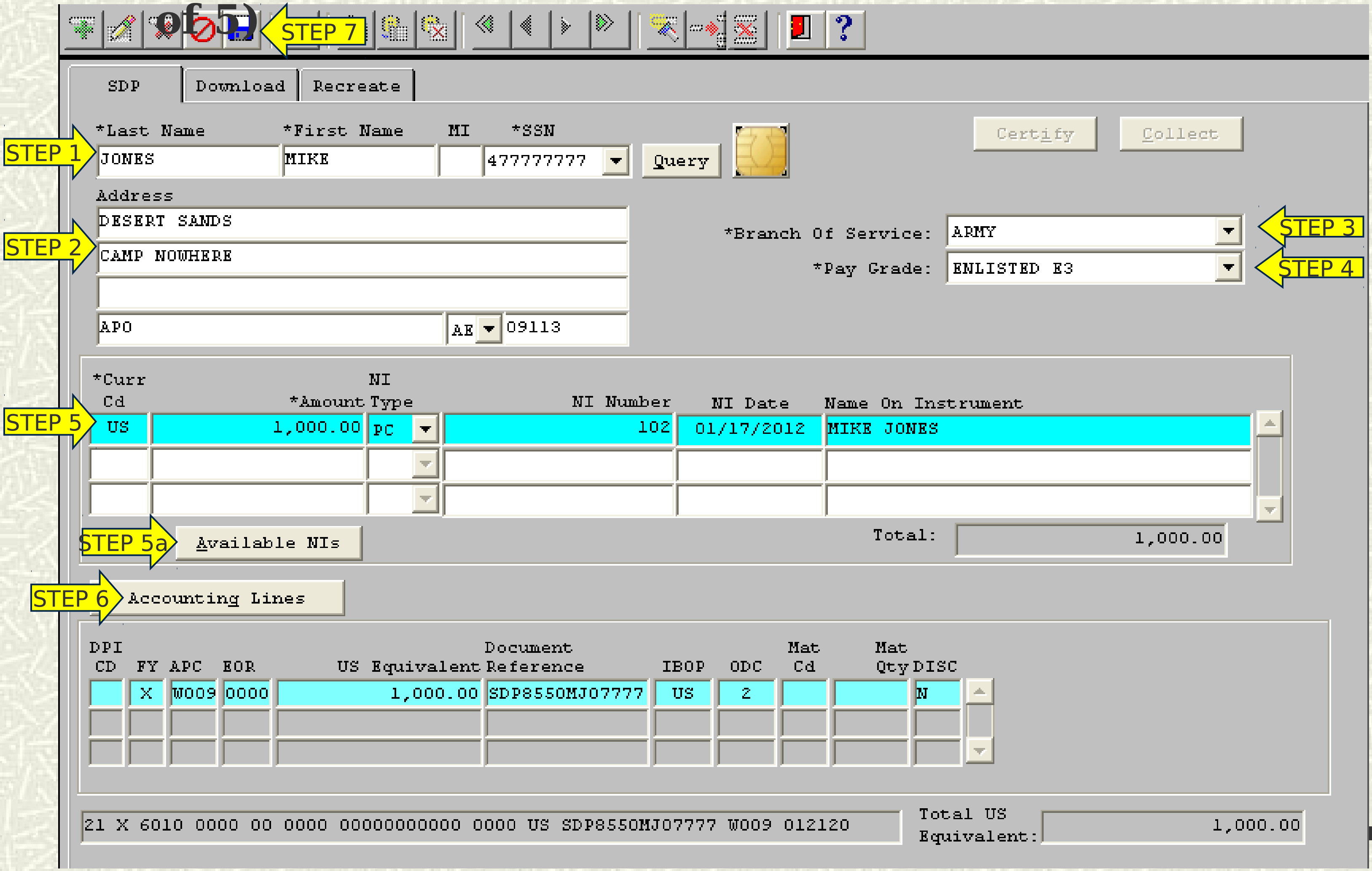

File
Processing
Vault
Check/EFT
Reports
System
Accounting
Screen
Window
Help
Exchange Transactions (U.S./Foreign Currency)
Disbursements
Collections
Deposit
Debit Voucher
Loss of Funds
Deferred Voucher
Manual
DD 1131 - Cash Collection Voucher
SF 1098 - Sched of Canceled or Undeliv Checks
Reverse
Savings Deposit Program

- **Processing**
- **Collections**
- **Savings Deposit Program**


SDP
d
Recreate
*Last Name
*First Name
MI
*SSN
Query
Certify
Collect
Address
*Branch Of Service:
*Pay Grade:
*Curr Cd
*Amount
NI Type
NI Number
NI Date
Name On Instrument
Available NIs
Total:

DDS TRANSACTIONS (Cont.)

Collection Transactions – Savings Deposit Program - SDP (2 of 5)


STEP 7
SDP
Download
Recreate
Query
Certify
Collect
STEP 1
STEP 2
STEP 3
STEP 4
STEP 5
STEP 5a
Available NIs
STEP 6
Accounting Lines

*Last Name: JONES
*First Name: MIKE
MI:
*SSN: 477777777

Address:
DESERT SANDS
CAMP NOWHERE

APO AE 09113

*Branch Of Service: ARMY
*Pay Grade: ENLISTED E3

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Name On Instrument
US	1,000.00	PC	102	01/17/2012	MIKE JONES

Total: 1,000.00

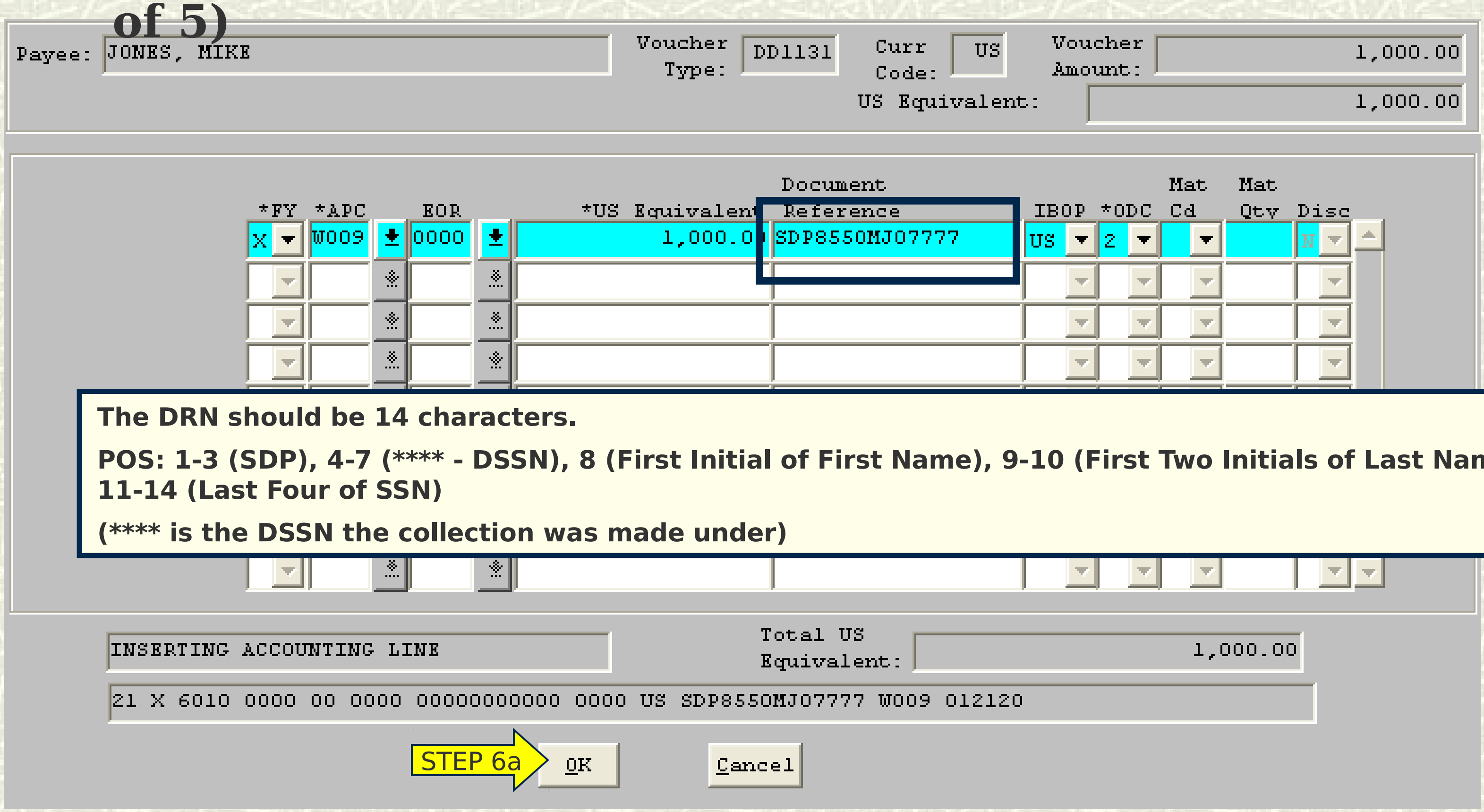
DPI CD	FY	APC	EOR	US Equivalent	Document Reference	IBOP	ODC	Mat Cd	Mat Qty	DISC
	X	W009	0000	1,000.00	SDP8550MJ07777	US	2			N

21 X 6010 0000 00 0000 00000000000 0000 US SDP8550MJ07777 W009 012120

Total US Equivalent: 1,000.00

DDS TRANSACTIONS (Cont.)

Collection Transactions – Savings Deposit Program - SDP (3 of 5)



Payee: JONES, MIKE

Voucher Type: DD1131

Curr Code: US

Voucher Amount: 1,000.00

US Equivalent: 1,000.00

*FY	*APC	EOR	*US Equivalent	Document Reference	IBOP	*ODC	Mat Cd	Mat Qty	Disc
X	W009	0000	1,000.00	SDP8550MJ07777	US	2			N

INSERTING ACCOUNTING LINE

Total US Equivalent: 1,000.00

21 X 6010 0000 00 0000 00000000000 0000 US SDP8550MJ07777 W009 012120

The DRN should be 14 characters.

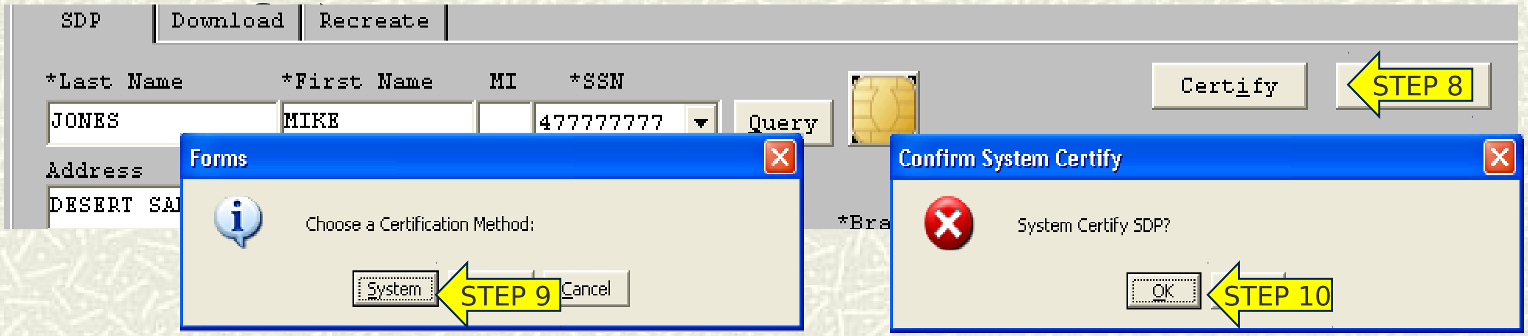
POS: 1-3 (SDP), 4-7 (** - DSSN), 8 (First Initial of First Name), 9-10 (First Two Initials of Last Name), 11-14 (Last Four of SSN)**

(** is the DSSN the collection was made under)**

DDS TRANSACTIONS (C

Collection Transactions – Savings Deposit Progra

Certify Collection:
- The cashier must close out the screen.
- The Certifier must select the collection and "system" certify.


SDP
Download
Recreate
Certify
Query

*Last Name: JONES
*First Name: MIKE
MI:
*SSN: 477777777
Address: DESERT SA

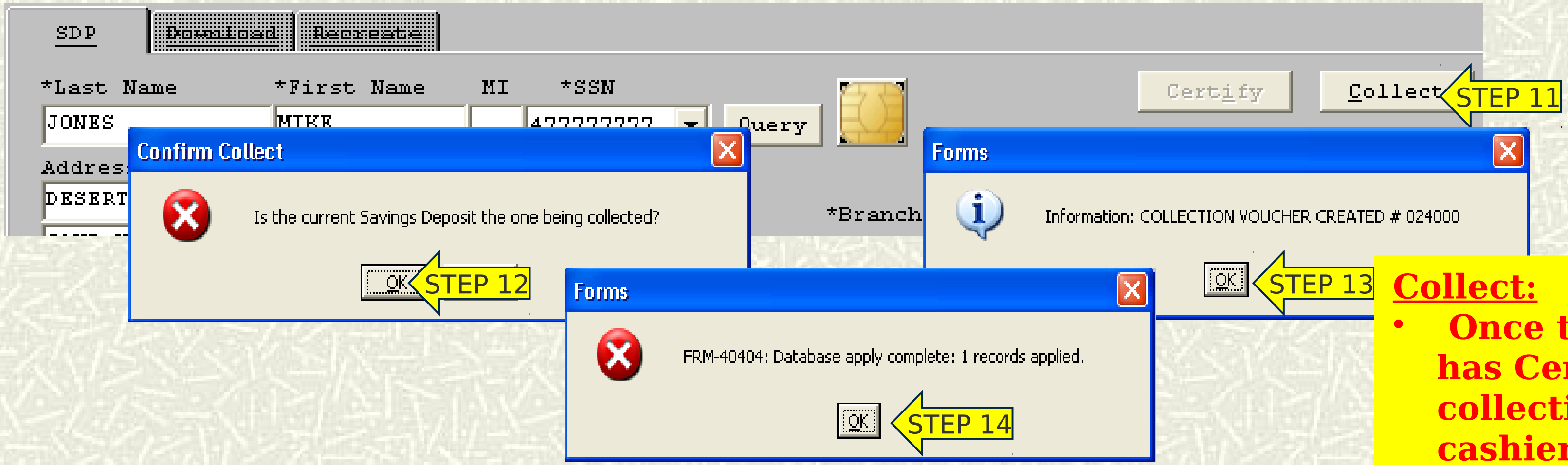
STEP 8

Forms: Choose a Certification Method:
System | Cancel

STEP 9

Confirm System Certify: System Certify SDP?
OK

STEP 10


SDP
Download
Recreate
Certify
Collect
Query
*Branch

*Last Name: JONES
*First Name: MIKE
MI:
*SSN: 477777777
Address: DESERT

STEP 11

Confirm Collect: Is the current Savings Deposit the one being collected?
OK

STEP 12

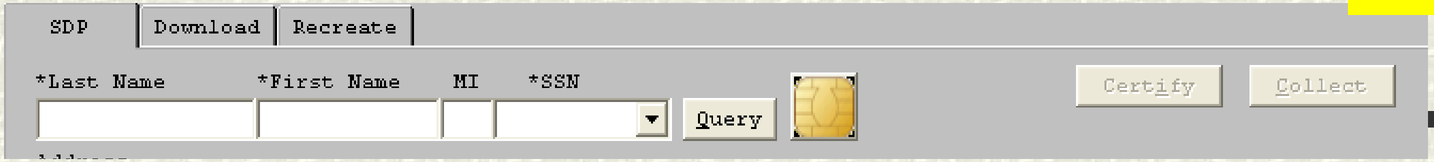
Forms: Information: COLLECTION VOUCHER CREATED # 024000
OK

STEP 13

Forms: FRM-40404: Database apply complete: 1 records applied.
OK

STEP 14

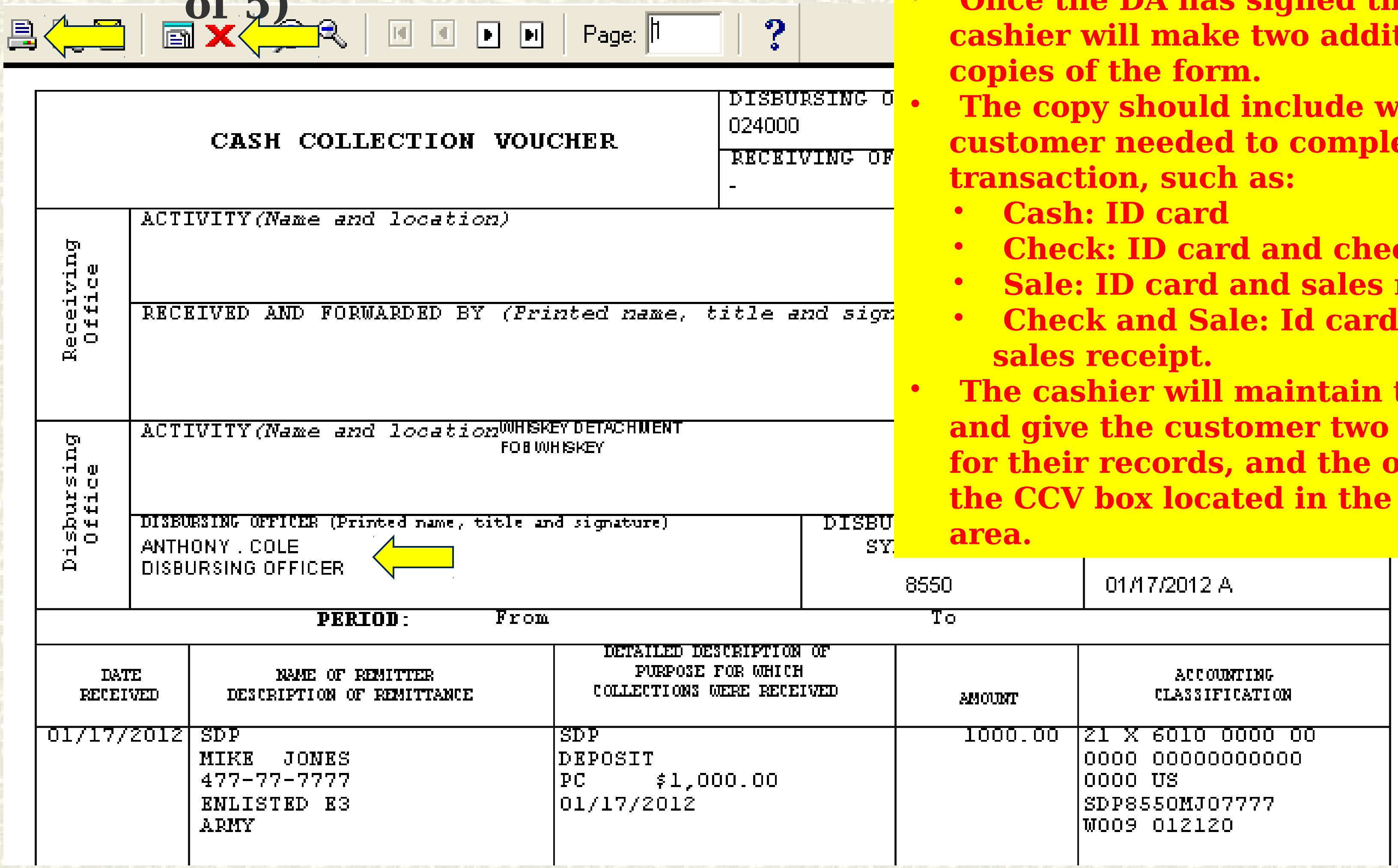
Collect:
- Once the Certifier has Certified the collection, the cashier will select "Collect."


SDP
Download
Recreate
*Last Name
*First Name
MI
*SSN
Query
Certify
Collect

DDS TRANSAC

Collection Transactions – Savin of 5)

- The form must be printed and signed by the DA.
- The DA must verify the form against the customer's information: Name, SSN, check, sales receipt.
- Once the DA has signed the form, the cashier will make two additional copies of the form.
- The copy should include what the customer needed to complete the transaction, such as:
  - Cash: ID card
  - Check: ID card and check.
  - Sale: ID card and sales receipt.
  - Check and Sale: Id card, check, and sales receipt.
- The cashier will maintain the original, and give the customer two copies; one for their records, and the other is for the CCV box located in the cashier area.



CASH COLLECTION VOUCHER

DISBURSING O
024000

RECEIVING OF
-

Receiving Office

ACTIVITY (*Name and location*)

RECEIVED AND FORWARDED BY (*Printed name, title and sign*

Disbursing Office

ACTIVITY (*Name and location*) WHISKEY DETACHMENT
FOB WHISKEY

DISBURSING OFFICER (Printed name, title and signature)
ANTHONY . COLE
DISBURSING OFFICER

DISBU
SY

8550

01/17/2012 A

PERIOD: From To

DATE RECEIVED	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
01/17/2012	SDP MIKE JONES 477-77-7777 ENLISTED E3 ARMY	SDP DEPOSIT PC $1,000.00 01/17/2012	1000.00	21 X 6010 0000 00 0000 00000000000 0000 US SDP8550MJ07777 W009 012120

DDS TRANSACTIONS (Cont.)

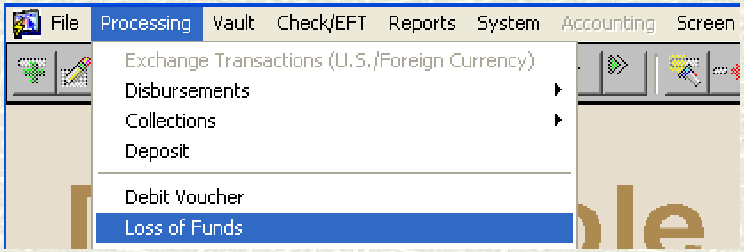
Disbursing Irregularities

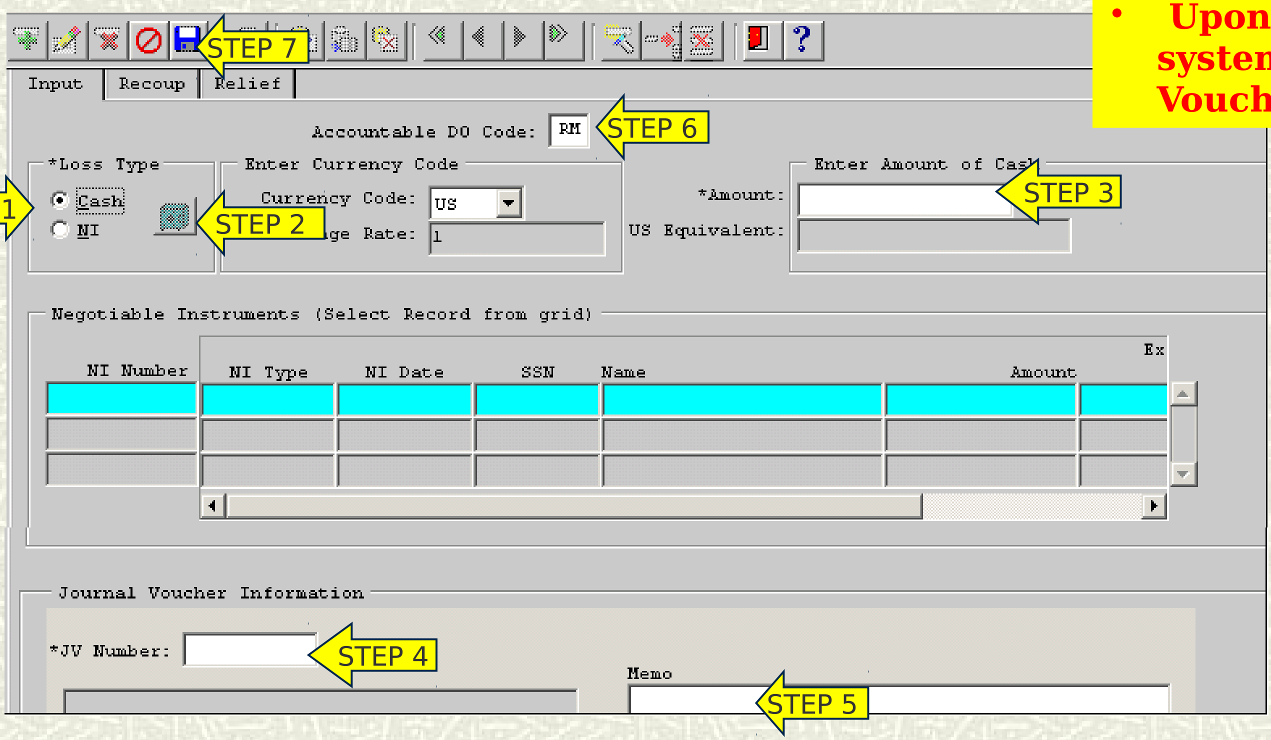
- **Loss of Funds (LoF) (OF 1017G):**
    - The Disbursing Agent (DA), upon discovering a shortage, will conduct a thorough review of the cashier's business. If the DA cannot resolve the discrepancy, the DA will notify the CDR and the Deputy Disbursing Officer (DDO).
    - Depending on the amount of the loss will determine the next step for the Disbursing Office.
        - For a minor LoF (no fraud involved), the CDR will investigate and attempt to resolve the discrepancy. If the discrepancy cannot be resolved, the DA will have the cashier complete the LoF within DDS, will counsel the cashier, and prepare an MFR stating the circumstances surrounding the loss with a recommendation to the Disbursing Officer (DO) and will be signed by the CDR. The DA must forward the LoF to the DDO within 24 hours.
        - For major LoF, an Investigating Official (IO) must be appointed by the CDR of the DO. The DA will have the cashier complete the LoF within DDS, counsel the cashier, and forward to the DDO within 24 hours. The IO will prepare a report and submit to the DO/DFAS-IN their recommendation.
- **Overage (DD Form 1131 – Cash Collection Voucher (CCV)):**
    - The DA, upon discovering an overage, will conduct a thorough review of the cashier's business. If the discrepancy cannot be resolved, the DA will notify the CDR and the DDO, will counsel the cashier, and have the cashier process the overage.

DDS TRANSACTIONS (Cont.)

Disbursing Irregularities (Loss of Funds 1 of 2)

- Process allows authorized users to input a loss of funds at the level in which the loss occurred.
- The system will allow only one currency per loss transaction.
- Ensure the correct "DO Code" is selected.
- Upon selecting "save," the system will generate a Journal Voucher (OF 1017-G).


File
Processing
Vault
Check/EFT
Reports
System
Accounting
Screen
Exchange Transactions (U.S./Foreign Currency)
Disbursements
Collections
Deposit
Debit Voucher
Loss of Funds


STEP 7
Input
Recoup
Relief
STEP 6
*Loss Type
● Cash
○ NI
STEP 1
STEP 2
Enter Currency Code
Enter Amount of Cash
STEP 3
*Amount:
US Equivalent:
Negotiable Instruments (Select Record from grid)
NI Number
NI Type
NI Date
SSN
Name
Amount
Ex
Journal Voucher Information
*JV Number:
STEP 4
Memo
STEP 5

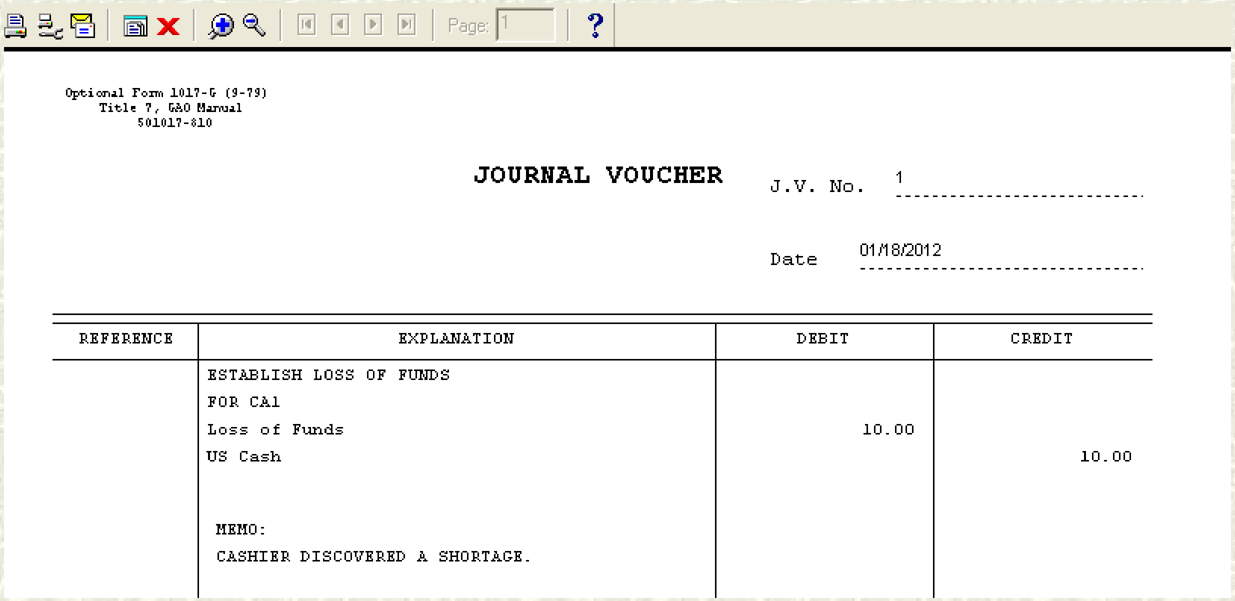
Accountable DO Code: RM

Currency Code: US

Exchange Rate: 1

DDS TRANSACTIONS (Cont.)

Disbursing Irregularities (Loss of Funds 2 of 2)



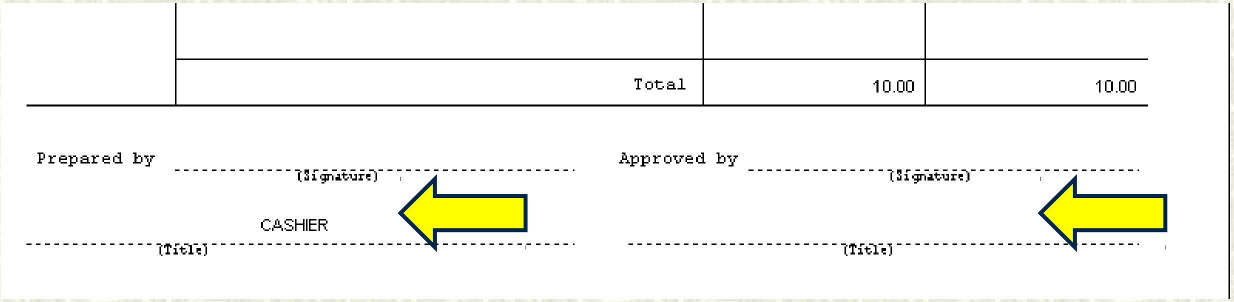
Optional Form 1017-G (9-79)
Title 7, GAO Manual
501017-810

JOURNAL VOUCHER

J.V. No. 1

Date 01/18/2012

REFERENCE	EXPLANATION	DEBIT	CREDIT
	ESTABLISH LOSS OF FUNDS		
	FOR CA1		
	Loss of Funds	10.00	
	US Cash		10.00
	MEMO: CASHIER DISCOVERED A SHORTAGE.		



	Total	10.00	10.00

Prepared by ______ (Signature)

CASHIER (Title)

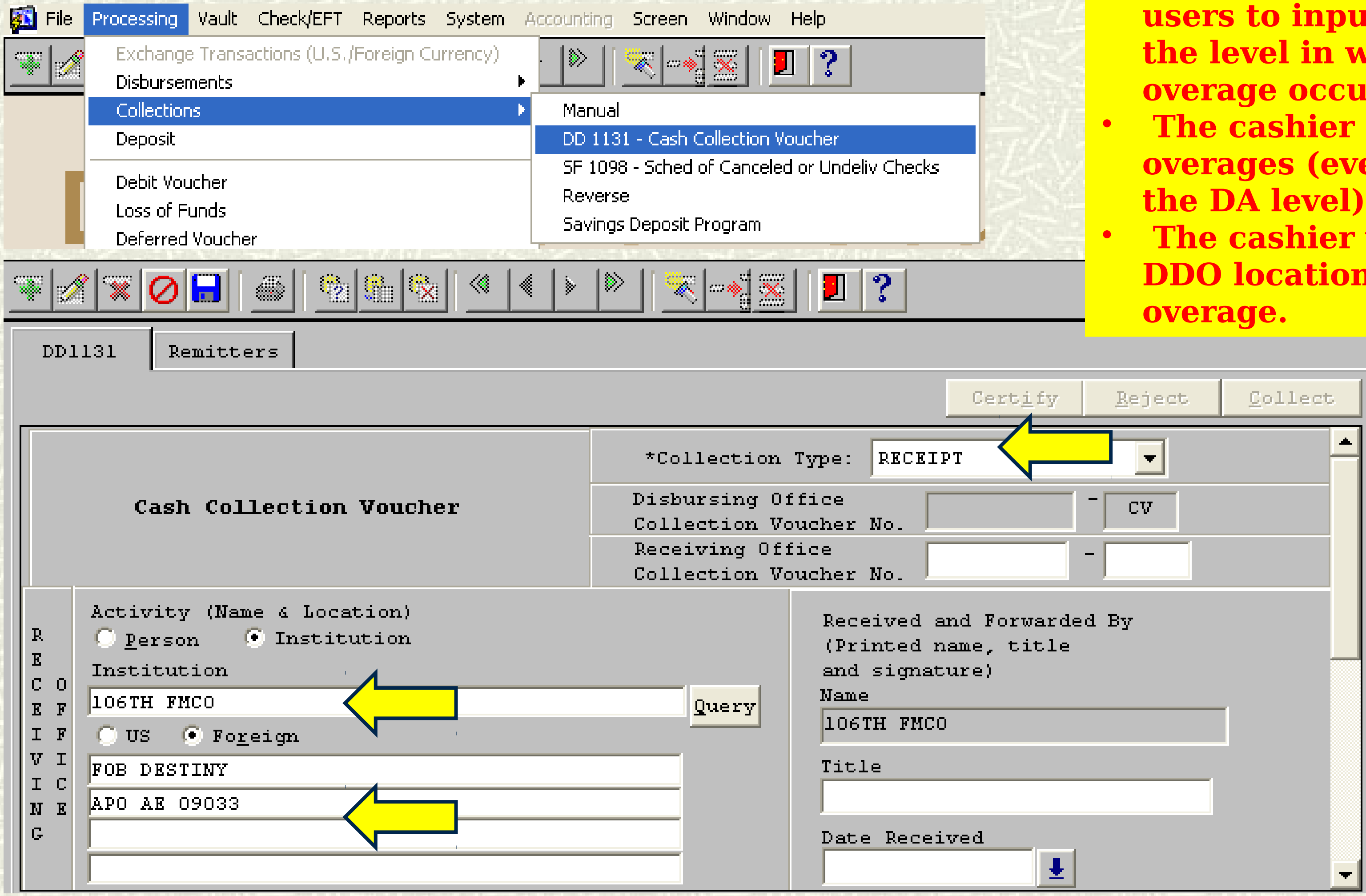
Approved by ______ (Signature)

______ (Title)

DDS TRANSACTIONS (Cont.)

Disbursing Irregularities (Overage 1 o

- **Process allows authorized users to input an overage at the level in which the overage occurred.**
- **The cashier should input all overages (even if found at the DA level).**
- **The cashier will input the DDO location for the overage.**


File
Processing
Vault
Check/EFT
Reports
System
Accounting
Screen
Window
Help
Exchange Transactions (U.S./Foreign Currency)
Disbursements
Collections
Deposit
Debit Voucher
Loss of Funds
Deferred Voucher
Manual
DD 1131 - Cash Collection Voucher
SF 1098 - Sched of Canceled or Undeliv Checks
Reverse
Savings Deposit Program
DD1131
Remitters
Certify
Reject
Collect
Query

Cash Collection Voucher

*Collection Type: RECEIPT

Disbursing Office Collection Voucher No. - CV

Receiving Office Collection Voucher No. -

RECEIVING OFFICE

Activity (Name & Location)

○ Person ● Institution

Institution: 106TH FMCO

○ US ● Foreign

FOB DESTINY

APO AE 09033

Received and Forwarded By (Printed name, title and signature)

Name: 106TH FMCO

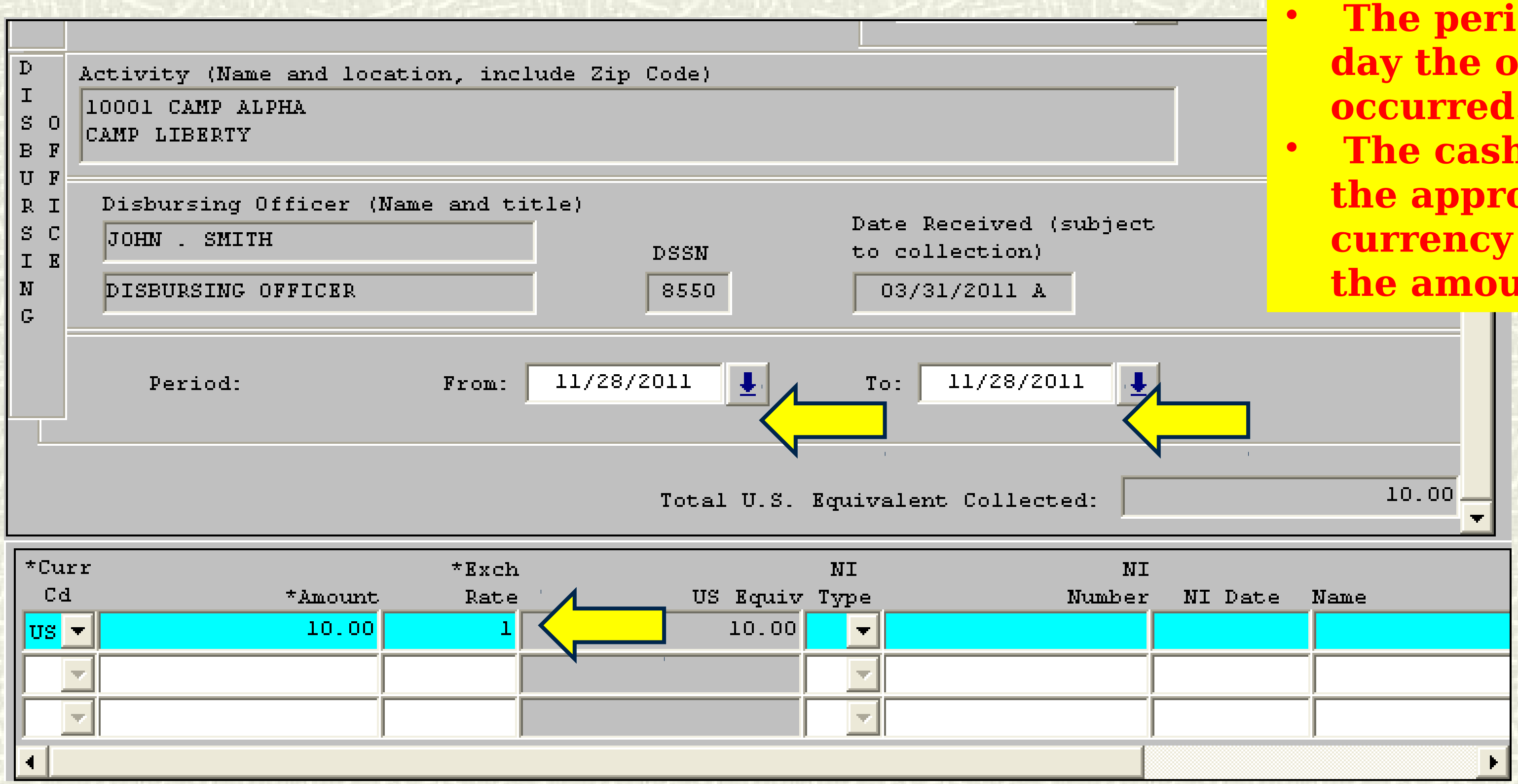
Title:

Date Received:

DDS TRANSACTIONS (Cont.)

Disbursing Irregularities (Overage 2 of 3)

- The period will be the day the overage occurred.
- The cashier will select the appropriate currency (US or FC) and the amount.



Activity (Name and location, include Zip Code)
10001 CAMP ALPHA
CAMP LIBERTY

Disbursing Officer (Name and title)
JOHN . SMITH
DISBURSING OFFICER

DSSN
8550

Date Received (subject to collection)
03/31/2011 A

Period: From: 11/28/2011 To: 11/28/2011

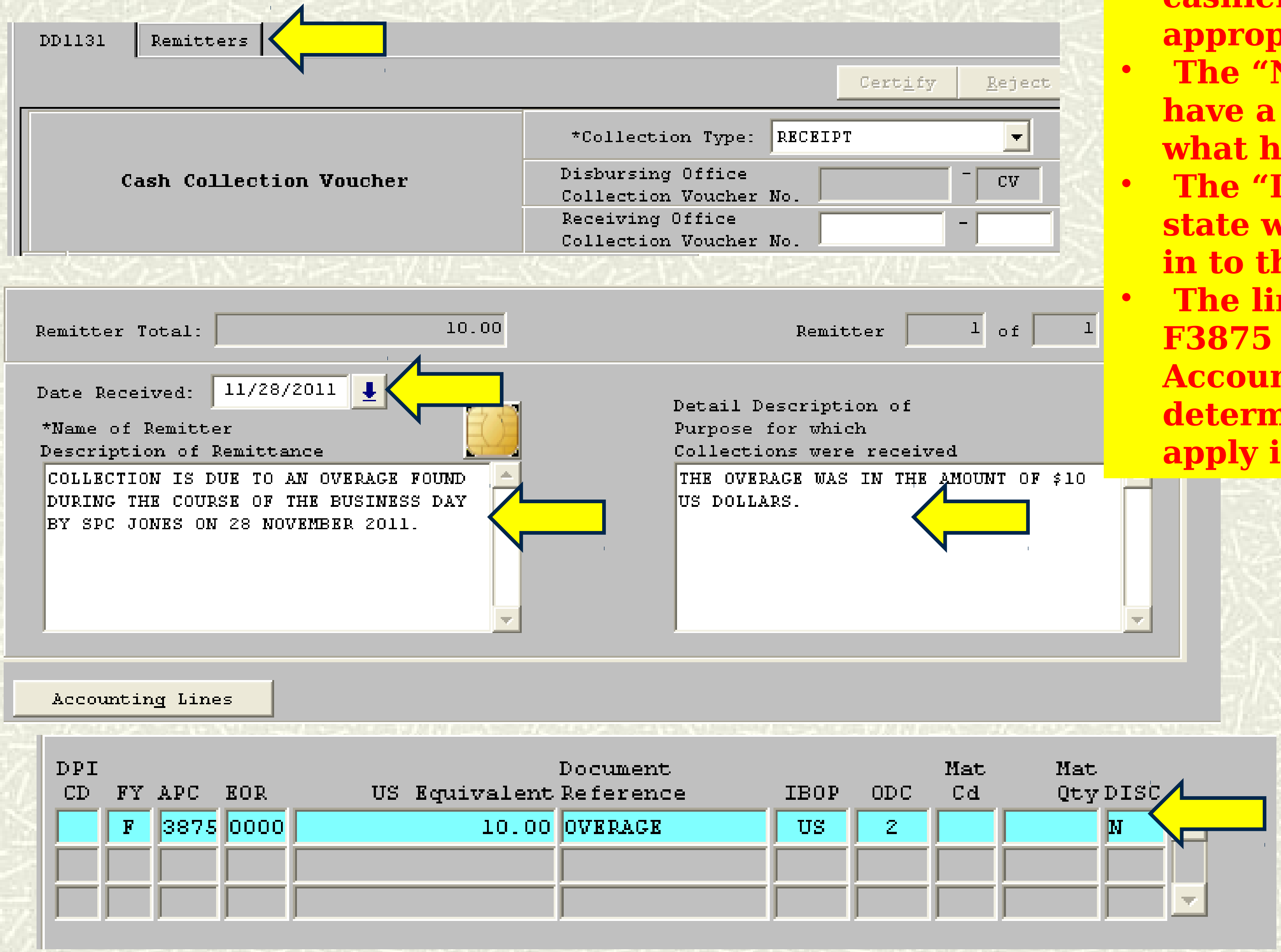
Total U.S. Equivalent Collected: 10.00

*Curr Cd	*Amount	*Exch Rate	US Equiv	NI Type	NI Number	NI Date	Name
US	10.00	1	10.00				

DDS TRANSACTIONS (Cont.)

Disbursing Irregularities (Overage 3

- **On the “Remitters” tab, the cashier will choose the appropriate business date.**
- **The “Name of Remitter” will have a complete description of what happened.**
- **The “Detail Description” will state what was being brought in to the accountability.**
- **The line of accounting will be F3875 for the DO’s Suspense Account until it can be determined as to where to apply it.**



*Collection Type: RECEIPT

Disbursing Office Collection Voucher No. - CV

Receiving Office Collection Voucher No. -

Remitter Total: 10.00

Remitter 1 of 1

Date Received: 11/28/2011

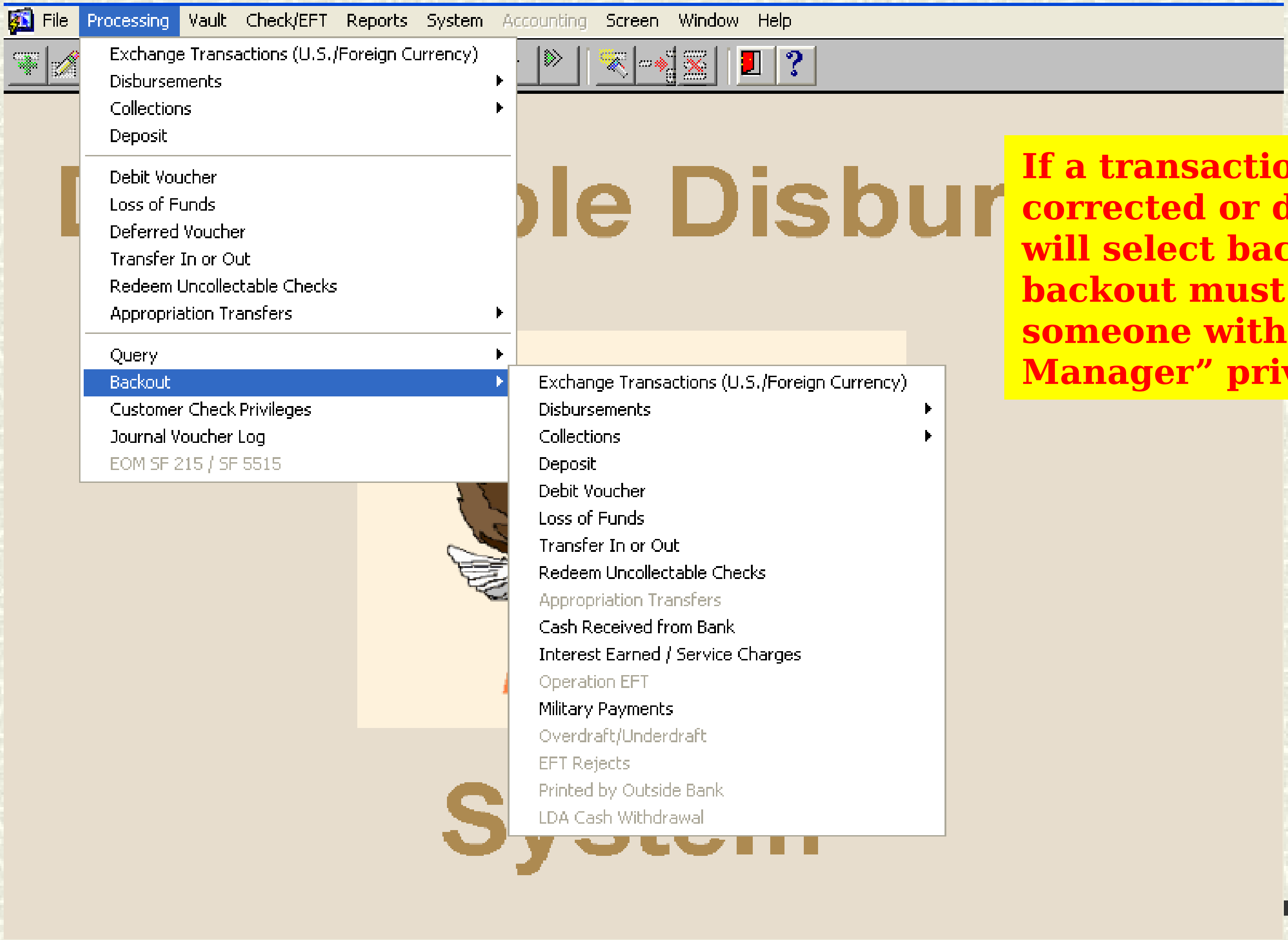
*Name of Remitter Description of Remittance: COLLECTION IS DUE TO AN OVERAGE FOUND DURING THE COURSE OF THE BUSINESS DAY BY SPC JONES ON 28 NOVEMBER 2011.

Detail Description of Purpose for which Collections were received: THE OVERAGE WAS IN THE AMOUNT OF $10 US DOLLARS.

DPI CD	FY	APC	EOR	US Equivalent	Document Reference	IBOP	ODC	Mat Cd	Mat Qty	DISC
	F	3875	0000	10.00	OVERAGE	US	2			N

DDS TRANSACTIONS (Cont.)

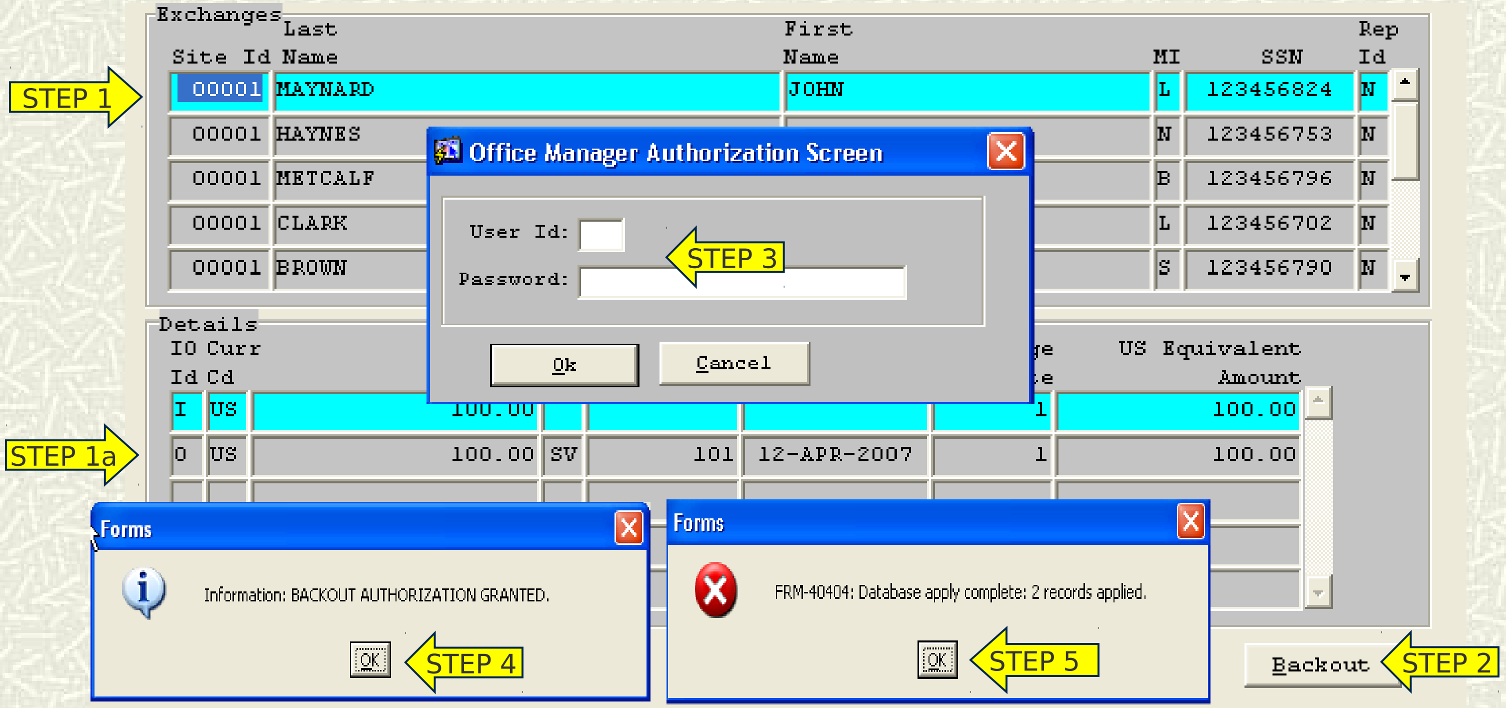
Backout Procedures


File
Processing
Vault
Check/EFT
Reports
System
Accounting
Screen
Window
Help
Exchange Transactions (U.S./Foreign Currency)
Disbursements
Collections
Deposit
Debit Voucher
Loss of Funds
Deferred Voucher
Transfer In or Out
Redeem Uncollectable Checks
Appropriation Transfers
Query
Backout
Customer Check Privileges
Journal Voucher Log
EOM SF 215 / SF 5515
Exchange Transactions (U.S./Foreign Currency)
Disbursements
Collections
Deposit
Debit Voucher
Loss of Funds
Transfer In or Out
Redeem Uncollectable Checks
Appropriation Transfers
Cash Received from Bank
Interest Earned / Service Charges
Operation EFT
Military Payments
Overdraft/Underdraft
EFT Rejects
Printed by Outside Bank
LDA Cash Withdrawal

If a transaction must be corrected or deleted, the user will select backout. The backout must be approved by someone with "Office Manager" privileges.

DDS TRANSACTIONS (Cont.)

Backout Procedures (cont.)


STEP 1

STEP 1a

STEP 2

STEP 3

STEP 4

STEP 5

Exchanges

Site Id	Last Name	First Name	MI	SSN	Rep Id
00001	MAYNARD	JOHN	L	123456824	N
00001	HAYNES		N	123456753	N
00001	METCALF		B	123456796	N
00001	CLARK		L	123456702	N
00001	BROWN		S	123456790	N

Details

IO Id	Curr Cd						US Equivalent Amount
I	US	100.00				1	100.00
O	US	100.00	SV	101	12-APR-2007	1	100.00

Office Manager Authorization Screen

User Id:

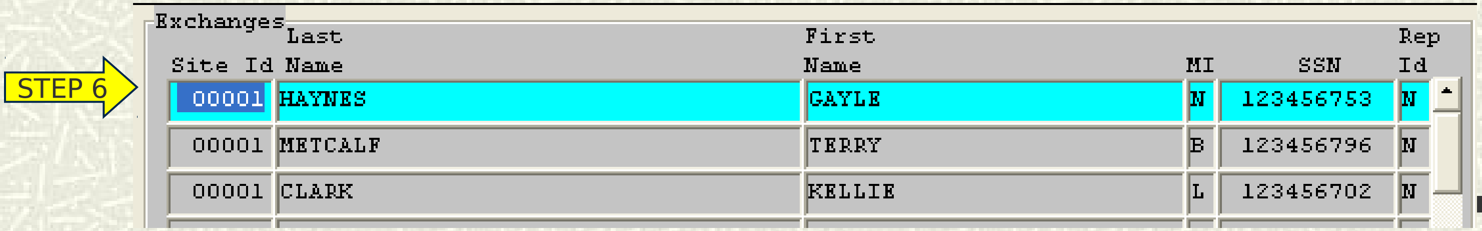
Password:

Forms

Information: BACKOUT AUTHORIZATION GRANTED.

Forms

FRM-40404: Database apply complete: 2 records applied.

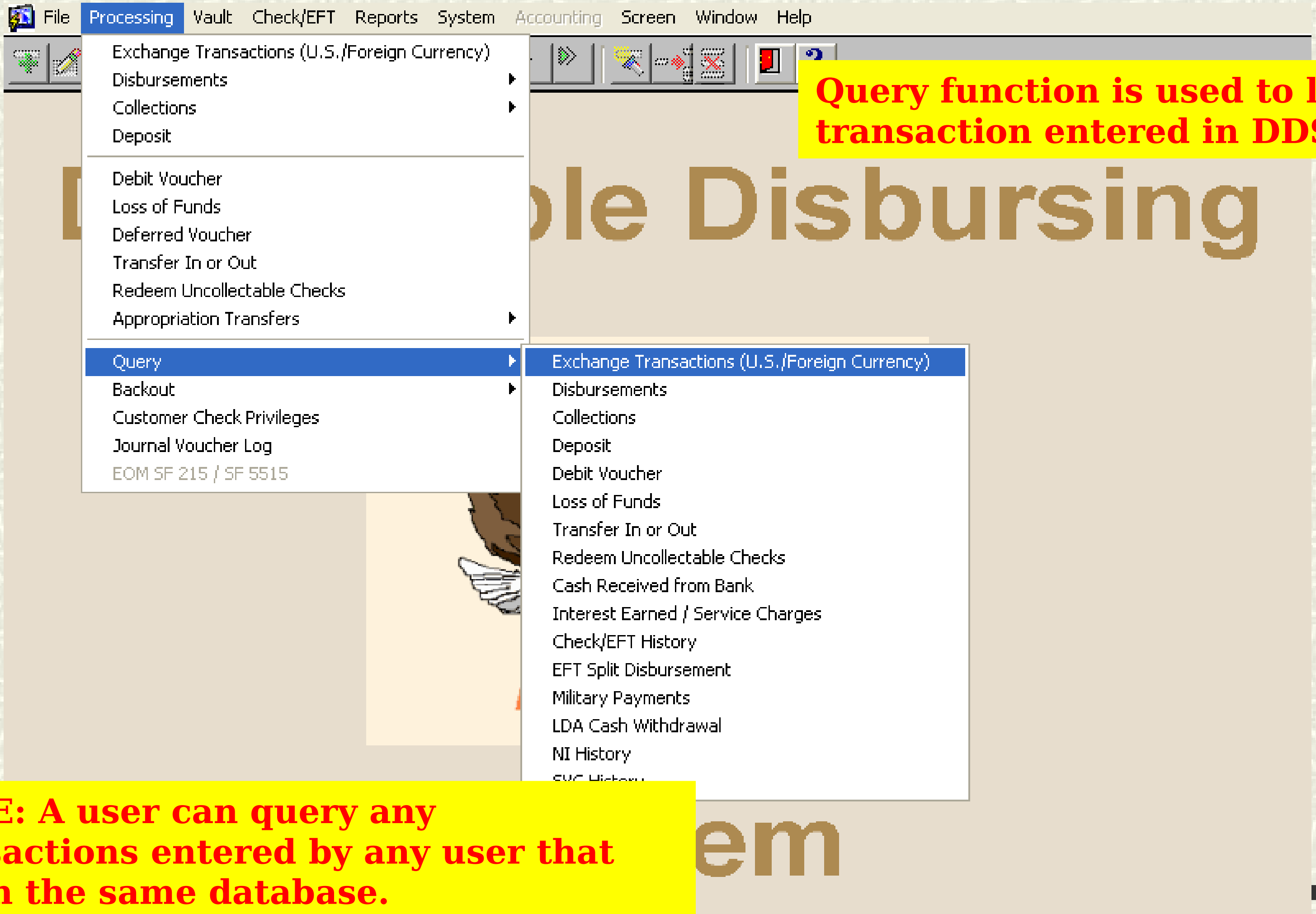

STEP 6

Exchanges

Site Id	Last Name	First Name	MI	SSN	Rep Id
00001	HAYNES	GAYLE	N	123456753	N
00001	METCALF	TERRY	B	123456796	N
00001	CLARK	KELLIE	L	123456702	N

DDS TRANSACTIONS (Cont.)

Query Procedures

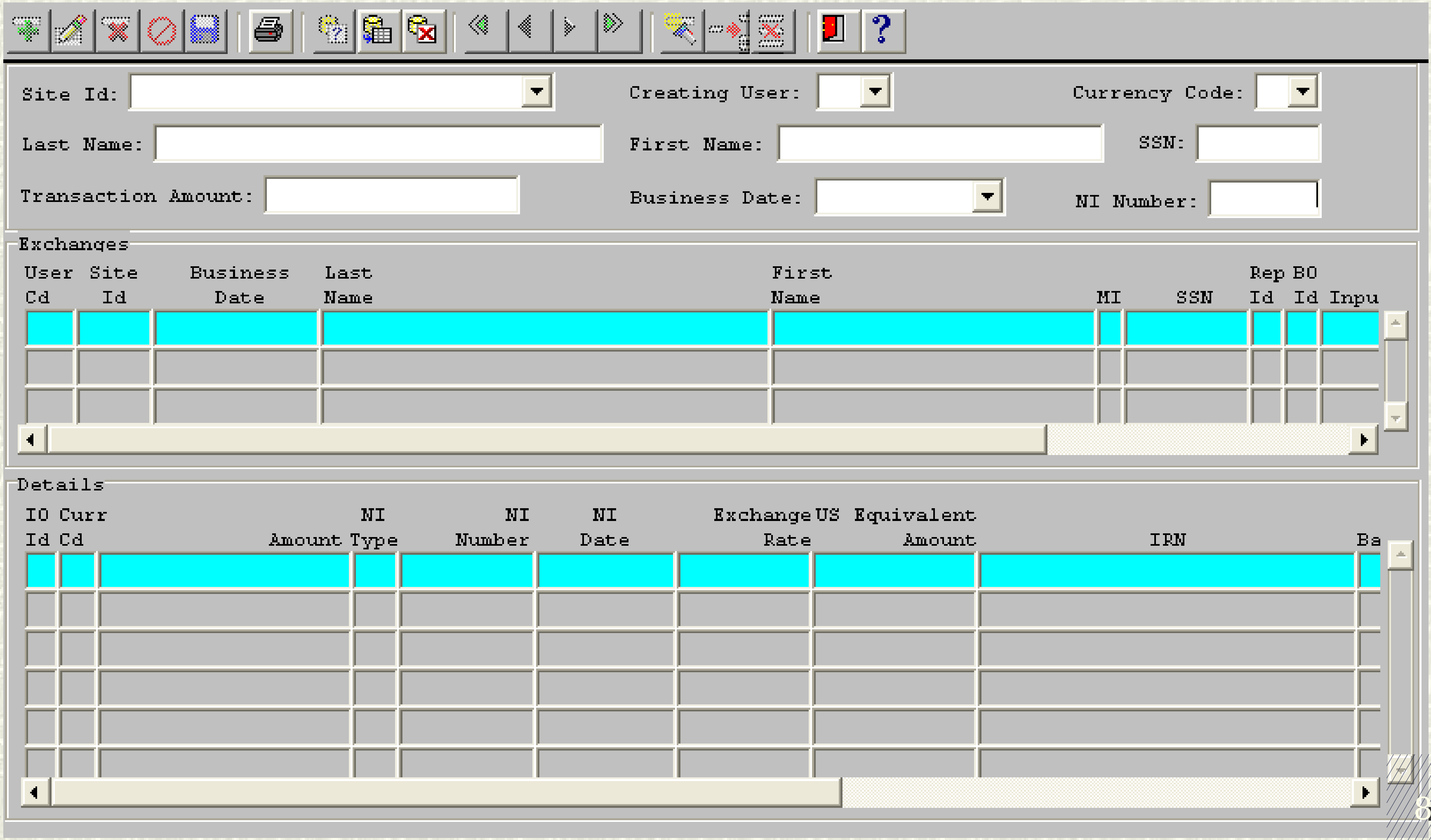

File
Processing
Vault
Check/EFT
Reports
System
Accounting
Screen
Window
Help
Exchange Transactions (U.S./Foreign Currency)
Disbursements
Collections
Deposit
Debit Voucher
Loss of Funds
Deferred Voucher
Transfer In or Out
Redeem Uncollectable Checks
Appropriation Transfers
Query
Backout
Customer Check Privileges
Journal Voucher Log
EOM SF 215 / SF 5515
Exchange Transactions (U.S./Foreign Currency)
Disbursements
Collections
Deposit
Debit Voucher
Loss of Funds
Transfer In or Out
Redeem Uncollectable Checks
Cash Received from Bank
Interest Earned / Service Charges
Check/EFT History
EFT Split Disbursement
Military Payments
LDA Cash Withdrawal
NI History
ble Disbursing
em

Query function is used to look up any transaction entered in DDS.

NOTE: A user can query any transactions entered by any user that are in the same database.

DDS TRANSACTIONS (Cont.)

Query Procedures (cont.)



Site Id:

Creating User:

Currency Code:

Last Name:

First Name:

SSN:

Transaction Amount:

Business Date:

NI Number:

Exchanges

User Cd	Site Id	Business Date	Last Name	First Name	MI	SSN	Rep Id	BO Id	Inpu

Details

IO Id	Curr Cd	NI Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount	IRN	Ba

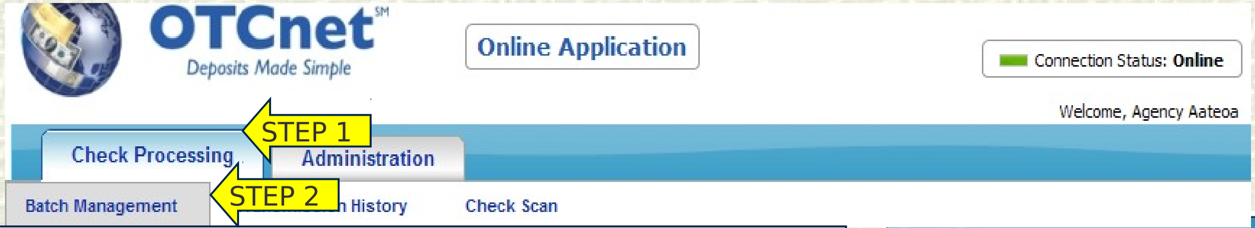
MODULE 3 – END OF DAY SYSTEM CLOSE-OUT

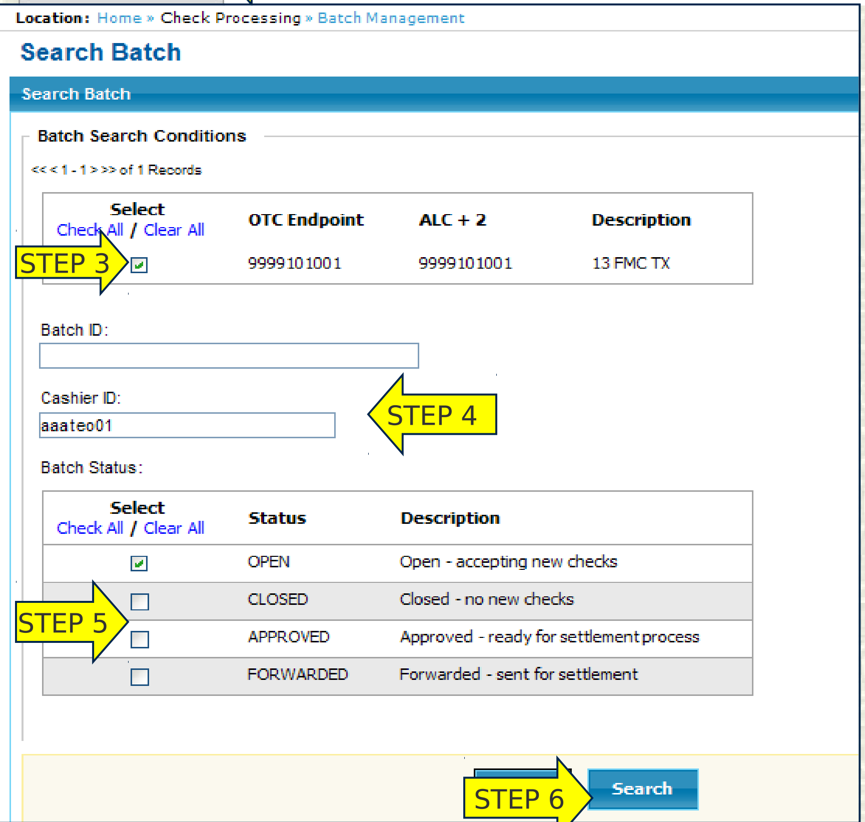
OTCnet END OF DAY PROCESSING

CLOSE-OUT

Close Batch (1 of 5)

- From the "Check Processing" tab, the will select "Batch Management."
- On the "Search Batch" screen, select the OTC Endpoint, and fill in data to narrow the search, and select the "Search" button.


OTCnet SM
Deposits Made Simple
Online Application
Connection Status: Online
Welcome, Agency Aateoa
Check Processing
STEP 1
Administration
Batch Management
STEP 2
History
Check Scan


Location: Home » Check Processing » Batch Management
Search Batch
Search Batch
Batch Search Conditions
<< < 1 - 1 > >> of 1 Records
STEP 3
STEP 4
STEP 5
STEP 6
Search

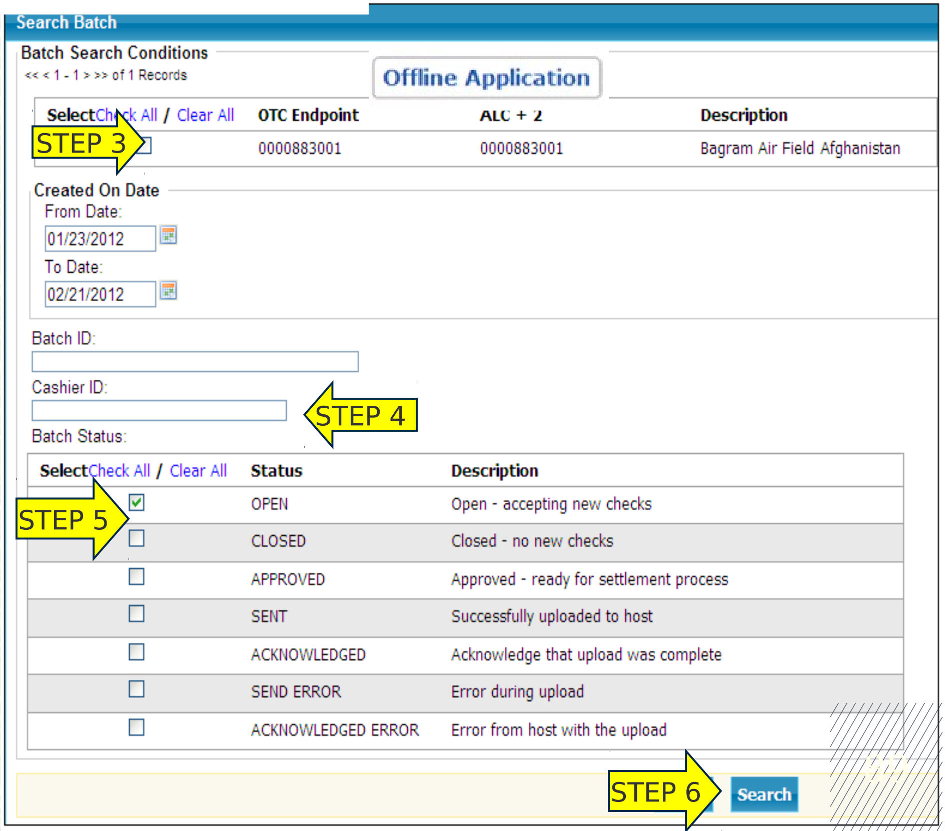
Select Check All / Clear All	OTC Endpoint	ALC + 2	Description
☑	9999101001	9999101001	13 FMC TX

Batch ID:

Cashier ID: aaateo01

Batch Status:

Select Check All / Clear All	Status	Description
☑	OPEN	Open - accepting new checks
☐	CLOSED	Closed - no new checks
☐	APPROVED	Approved - ready for settlement process
☐	FORWARDED	Forwarded - sent for settlement


Search Batch
Batch Search Conditions
<< < 1 - 1 > >> of 1 Records
Offline Application
STEP 3
STEP 4
STEP 5
STEP 6
Search

Select Check All / Clear All	OTC Endpoint	ALC + 2	Description
☐	0000883001	0000883001	Bagram Air Field Afghanistan

Created On Date

From Date: 01/23/2012

To Date: 02/21/2012

Batch ID:

Cashier ID:

Batch Status:

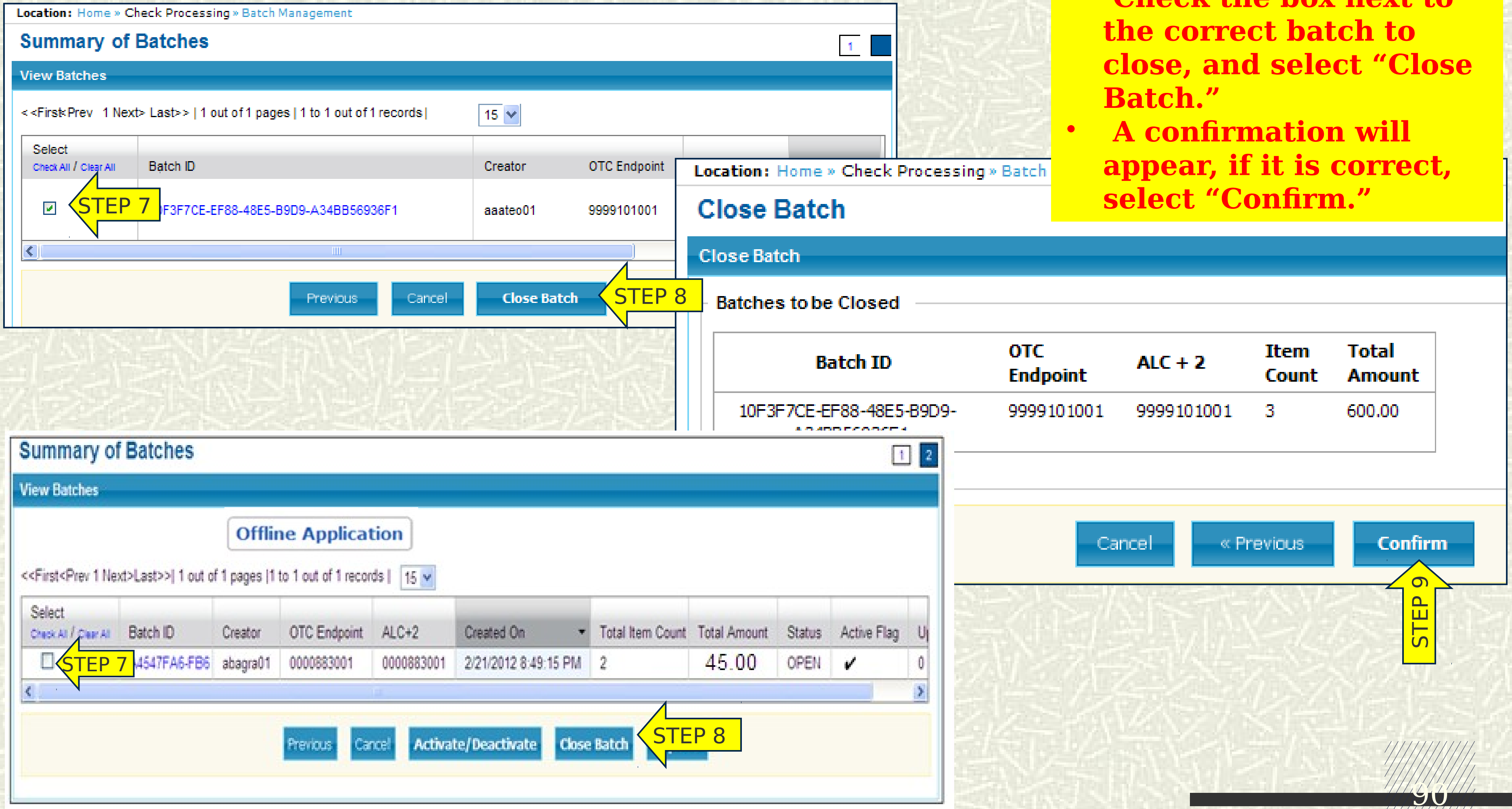
Select Check All / Clear All	Status	Description
☑	OPEN	Open - accepting new checks
☐	CLOSED	Closed - no new checks
☐	APPROVED	Approved - ready for settlement process
☐	SENT	Successfully uploaded to host
☐	ACKNOWLEDGED	Acknowledge that upload was complete
☐	SEND ERROR	Error during upload
☐	ACKNOWLEDGED ERROR	Error from host with the upload

OTCnet END OF DAY PROCESSING

CLOSE-OUT

Close Batch (2 of 5)

- The next screen will be the “Summary of Batches” and it will display all batches found that met the search criteria.
- Check the box next to the correct batch to close, and select “Close Batch.”
- A confirmation will appear, if it is correct, select “Confirm.”



Location: Home » Check Processing » Batch Management

Summary of Batches

View Batches

< <First<Prev 1 Next> Last> > | 1 out of 1 pages | 1 to 1 out of 1 records | 15

Select Check All / Clear All	Batch ID	Creator	OTC Endpoint
☑	F3F7CE-EF88-48E5-B9D9-A34BB56936F1	aaateo01	9999101001

Previous
Cancel
Close Batch
STEP 7
STEP 8

Location: Home » Check Processing » Batch

Close Batch

Close Batch

Batches to be Closed

Batch ID	OTC Endpoint	ALC + 2	Item Count	Total Amount
10F3F7CE-EF88-48E5-B9D9-	9999101001	9999101001	3	600.00

Cancel
« Previous
Confirm
STEP 9

Summary of Batches

View Batches

Offline Application

<<First<Prev 1 Next>Last>>| 1 out of 1 pages |1 to 1 out of 1 records | 15

Select Check All / Clear All	Batch ID	Creator	OTC Endpoint	ALC+2	Created On	Total Item Count	Total Amount	Status	Active Flag	U
☐	4547FA6-FB6	abagra01	0000883001	0000883001	2/21/2012 8:49:15 PM	2	45.00	OPEN	✓	0

Previous
Cancel
Activate/Deactivate
Close Batch
STEP 7
STEP 8

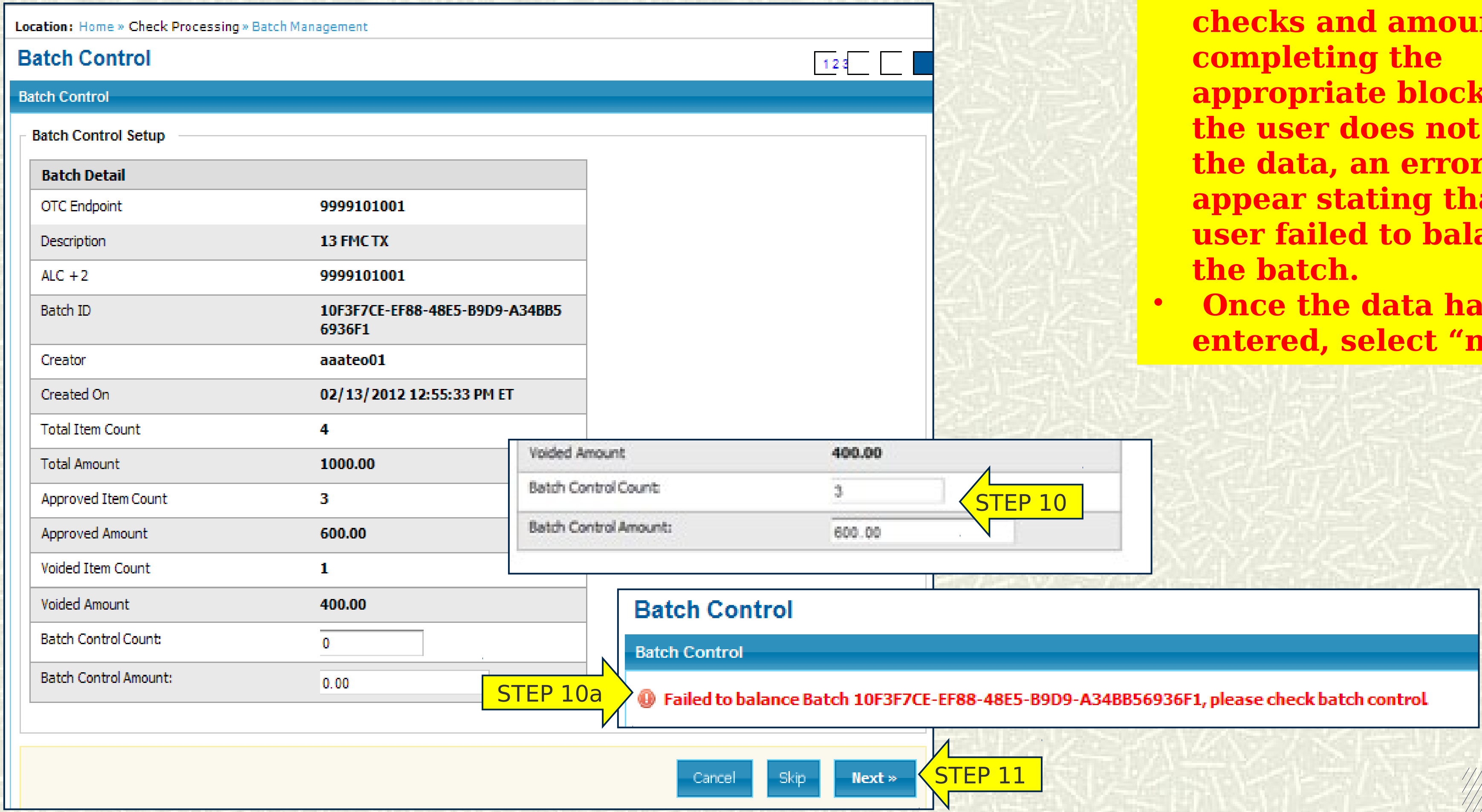
OTCnet

CLOSE-OUT

END OF DAY PROCESSING

Close Batch (3 of 5)

- A “Batch Control” screen will appear and the CCO/CCS must confirm the number of checks and amount by completing the appropriate blocks. If the user does not enter the data, an error will appear stating that the user failed to balance the batch.
- Once the data has been entered, select “next.”


Location: Home » Check Processing » Batch Management
Batch Control
Batch Control
Batch Control Setup

Batch Detail	
OTC Endpoint	9999101001
Description	13 FMC TX
ALC +2	9999101001
Batch ID	10F3F7CE-EF88-48E5-B9D9-A34BB56936F1
Creator	aaateo01
Created On	02/13/2012 12:55:33 PM ET
Total Item Count	4
Total Amount	1000.00
Approved Item Count	3
Approved Amount	600.00
Voided Item Count	1
Voided Amount	400.00
Batch Control Count:	0
Batch Control Amount:	0.00

STEP 10a

Voided Amount	400.00
Batch Control Count:	3
Batch Control Amount:	600.00

STEP 10

Batch Control
Batch Control

Failed to balance Batch 10F3F7CE-EF88-48E5-B9D9-A34BB56936F1, please check batch control

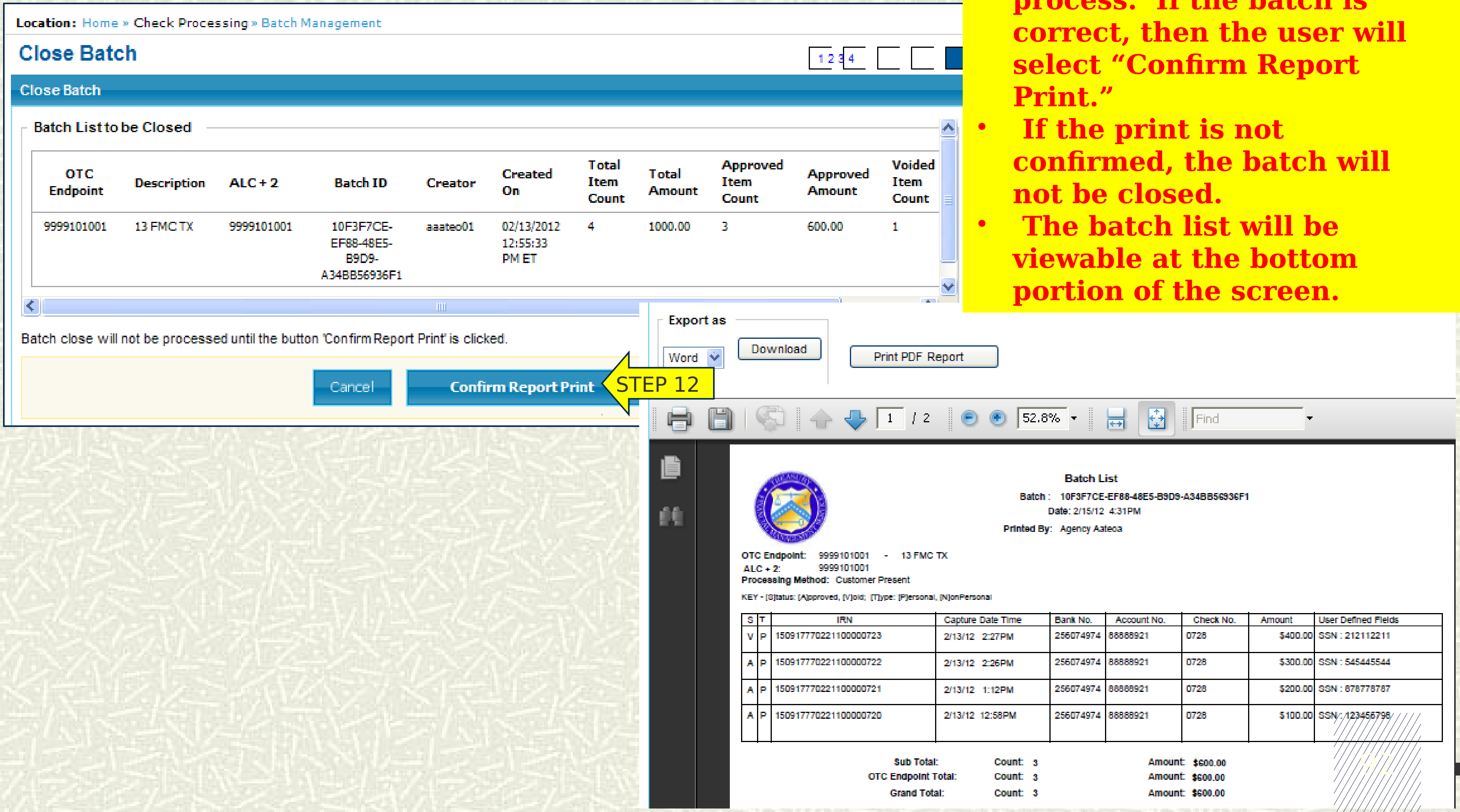
Cancel
Skip
Next »

STEP 11

OTCnet END OF DAY PROCESSING

CLOSE-OUT

Close Batch (4 of 5)



Location: Home » Check Processing » Batch Management

Close Batch

Batch List to be Closed

OTC Endpoint	Description	ALC + 2	Batch ID	Creator	Created On	Total Item Count	Total Amount	Approved Item Count	Approved Amount	Voided Item Count
9999101001	13 FMC TX	9999101001	10F3F7CE-EF88-48E5-B9D9-A34BB56936F1	aaateo01	02/13/2012 12:55:33 PM ET	4	1000.00	3	600.00	1

Batch close will not be processed until the button 'Confirm Report Print' is clicked.

Batch List

Batch : 10F3F7CE-EF88-48E5-B9D9-A34BB56936F1
Date: 2/15/12 4:31PM
Printed By: Agency Aateoa

OTC Endpoint: 9999101001 - 13 FMC TX
ALC + 2: 9999101001
Processing Method: Customer Present

KEY - [S]tatus: [A]pproved, [V]oid; [T]ype: [P]ersonal, [N]onPersonal

S	T	IRN	Capture Date Time	Bank No.	Account No.	Check No.	Amount	User Defined Fields
V	P	150917770221100000723	2/13/12 2:27PM	256074974	88888921	0728	$400.00	SSN : 212112211
A	P	150917770221100000722	2/13/12 2:26PM	256074974	88888921	0728	$300.00	SSN : 545445544
A	P	150917770221100000721	2/13/12 1:12PM	256074974	88888921	0728	$200.00	SSN : 878778787
A	P	150917770221100000720	2/13/12 12:58PM	256074974	88888921	0728	$100.00	SSN : 123456798

Sub Total:	**Count:** 3	**Amount:** $600.00
OTC Endpoint Total:	**Count:** 3	**Amount:** $600.00
Grand Total:	**Count:** 3	**Amount:** $600.00

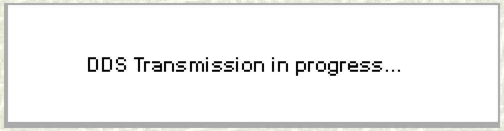
- **A confirmation screen will appear giving the user one last chance to cancel the process. If the batch is correct, then the user will select “Confirm Report Print.”**
- **If the print is not confirmed, the batch will not be closed.**
- **The batch list will be viewable at the bottom portion of the screen.**

OTCnet END OF DAY PROCESSING

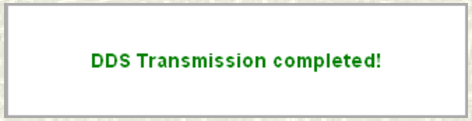
CLOSE-OUT

Close Batch (5 of 5)

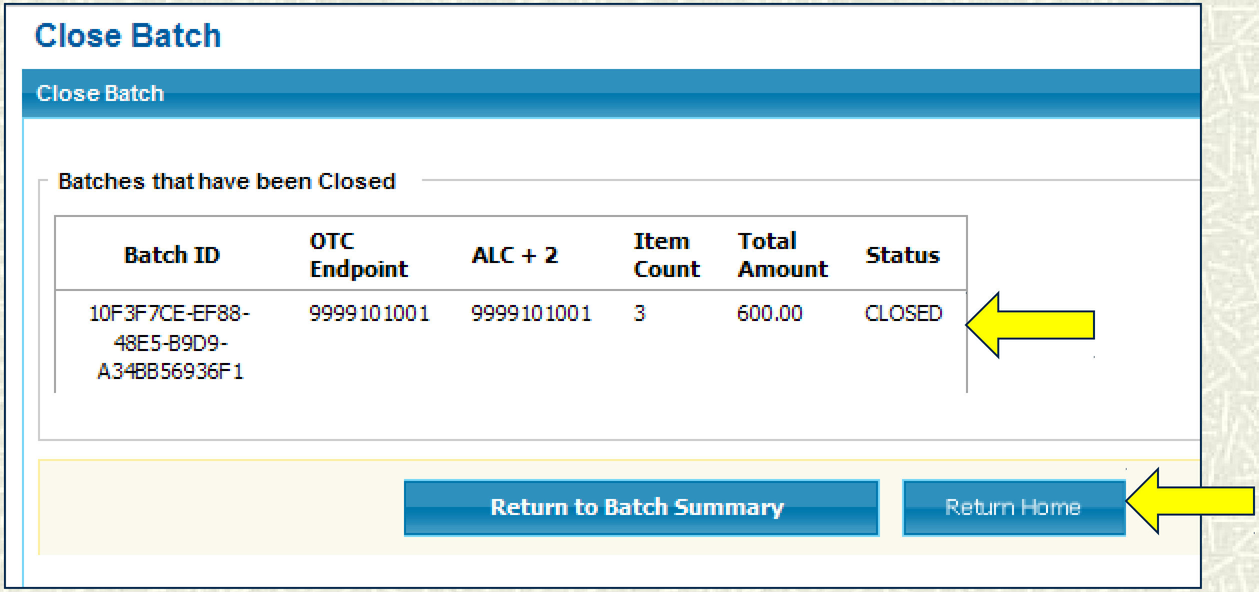
- The status of the batch is officially closed.
- A small window will appear stating the information is being transferred to DDS.



DDS Transmission in progress...



DDS Transmission completed!



Close Batch
Close Batch

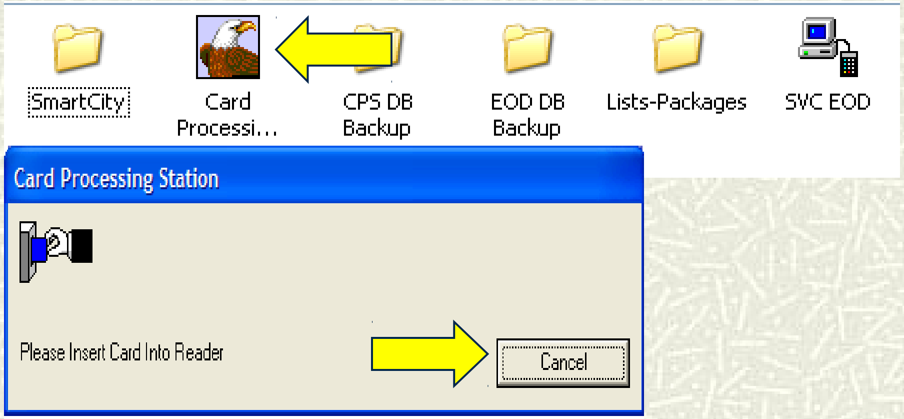
Batches that have been Closed

Batch ID	OTC Endpoint	ALC + 2	Item Count	Total Amount	Status
10F3F7CE-EF88-48E5-B9D9-A34BB56936F1	9999101001	9999101001	3	600.00	CLOSED

Return to Batch Summary
Return Home

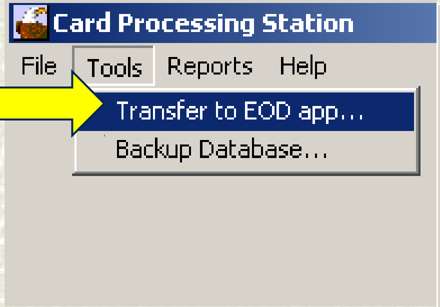
EAGLECASH END OF DAY

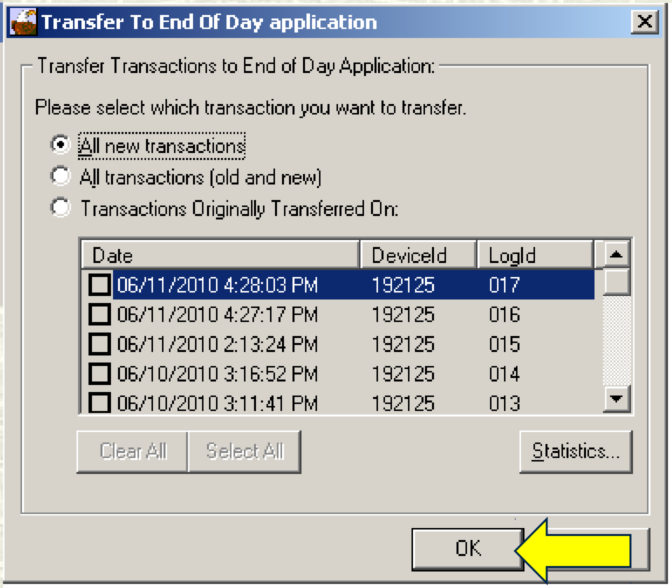
Transfer File to SVC EOD


SmartCity
Card Processi...
CPS DB Backup
EOD DB Backup
Lists-Packages
SVC EOD
Card Processing Station
Cancel

Please Insert Card Into Reader

- This file will be created if there were any load transactions processed or cards have been issued.
- Ensure completed DD Form 2887 is forwarded along with the issuance file to FRBB (via AKO).
- In the EC folder, select “Card Processing Station,” then cancel.
- In the “Card Processing Station” window, select “Tools,” then “Transfer to EOD app…”
- Select “All new transactions,” then “OK.”
- This will upload the files to the SVC EOD application.


Card Processing Station
File
Tools
Reports
Help
Transfer to EOD app...
Backup Database...

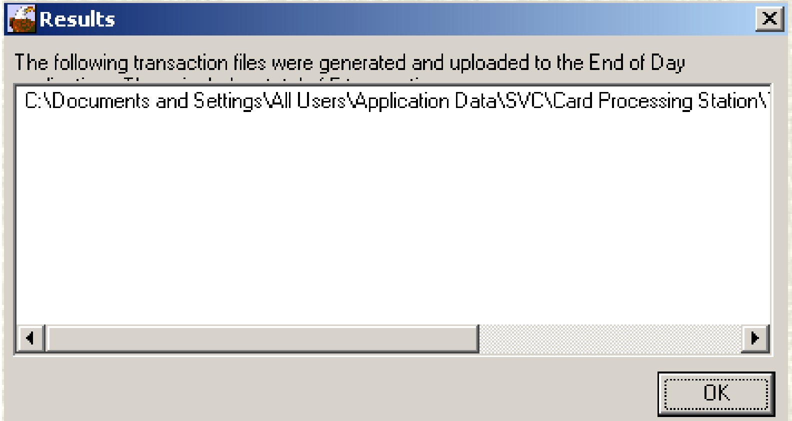

Transfer To End Of Day application
Clear All
Select All
Statistics...
OK

Transfer Transactions to End of Day Application:

Please select which transaction you want to transfer.

● All new transactions
○ All transactions (old and new)
○ Transactions Originally Transferred On:

Date	DeviceId	LogId
☐ 06/11/2010 4:28:03 PM	192125	017
☐ 06/11/2010 4:27:17 PM	192125	016
☐ 06/11/2010 2:13:24 PM	192125	015
☐ 06/10/2010 3:16:52 PM	192125	014
☐ 06/10/2010 3:11:41 PM	192125	013



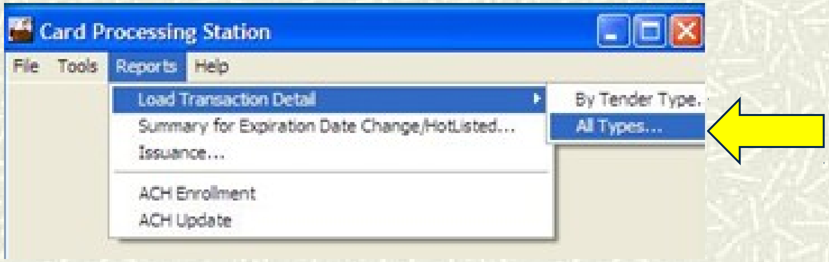
The following transaction files were generated and uploaded to the End of Day

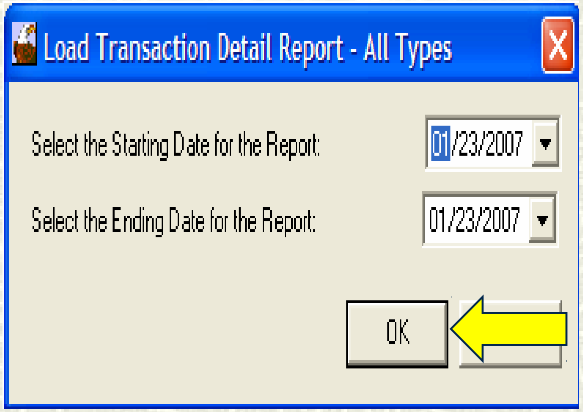
C:\Documents and Settings\All Users\Application Data\SVC\Card Processing Station\

EAGLECASH *CLOSE-OUT*
END OF DAY PROCESSING (Cont.)

Print Load Transaction Detail Report

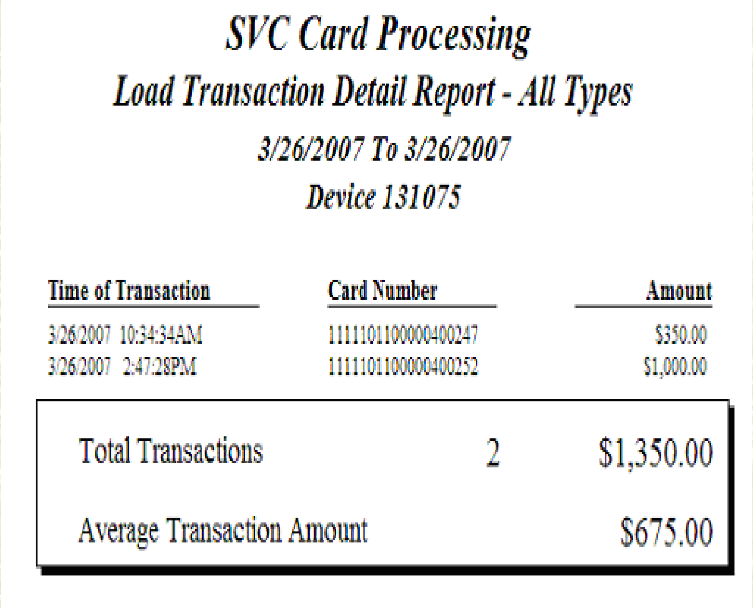
- **Select "Reports" from the tool bar; then "Load Transaction Detail" and "All Types."**
- **When "Load Transaction Detail Report" box comes appears, enter the appropriate dates needed.**
- **Click "OK".**
- **The Load Transaction Detail Report will appear and should be printed and/or exported for use in balancing.**
- **Select "X" in upper right corner.**


Card Processing Station
File
Tools
Reports
Help
Load Transaction Detail
Summary for Expiration Date Change/HotListed...
Issuance...
ACH Enrollment
ACH Update
By Tender Type...
All Types...


Load Transaction Detail Report - All Types
OK

Select the Starting Date for the Report: 01/23/2007

Select the Ending Date for the Report: 01/23/2007



SVC Card Processing

Load Transaction Detail Report - All Types

3/26/2007 To 3/26/2007

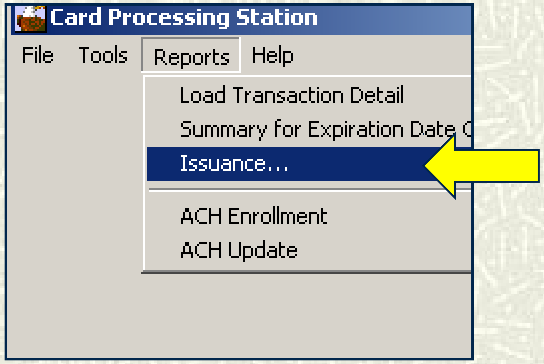
Device 131075

Time of Transaction	Card Number	Amount
3/26/2007 10:34:34AM	1111101100000400247	$350.00
3/26/2007 2:47:28PM	1111101100000400252	$1,000.00

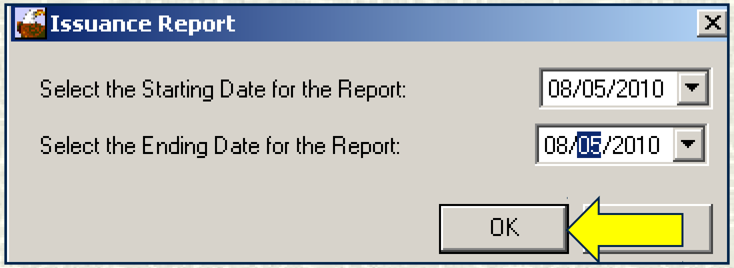
Total Transactions	2	$1,350.00
Average Transaction Amount		$675.00

EAGLECASH *CLOSE-OUT*
END OF DAY PROCESSING (Cont.)

Print Issuance Report

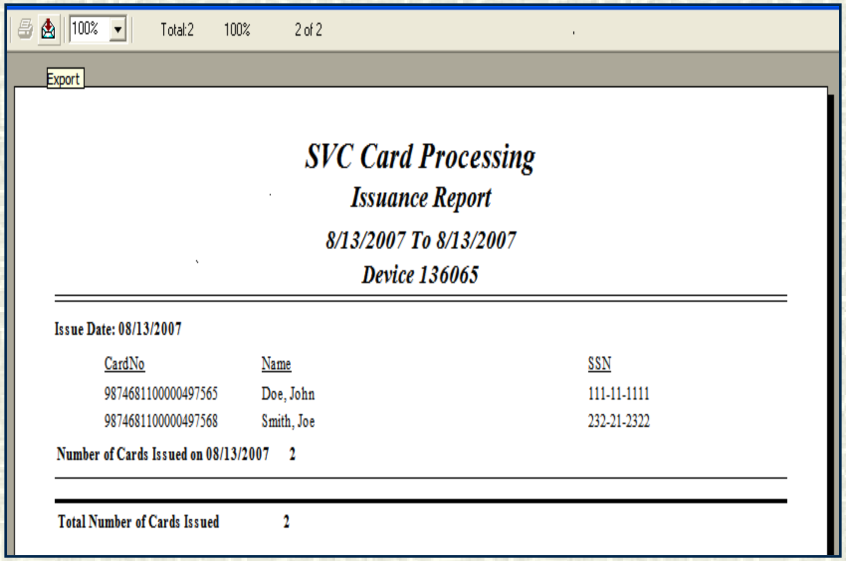

Card Processing Station
File
Tools
Reports
Help
Load Transaction Detail
Summary for Expiration Date C
Issuance...
ACH Enrollment
ACH Update

- On the "Card Processing Station" tool bar select "Reports" then select "Issuance…".
- When "Issuance Report" box comes up, the current date should already be identified (if another date is identified or needed, use drop down box to change)
- Select "OK."
- The Issuance Report is exported and then printed for Card Management.


Issuance Report
OK

Select the Starting Date for the Report: 08/05/2010

Select the Ending Date for the Report: 08/05/2010


100%
Total:2
100%
2 of 2
Export

SVC Card Processing

Issuance Report

8/13/2007 To 8/13/2007

Device 136065

Issue Date: 08/13/2007

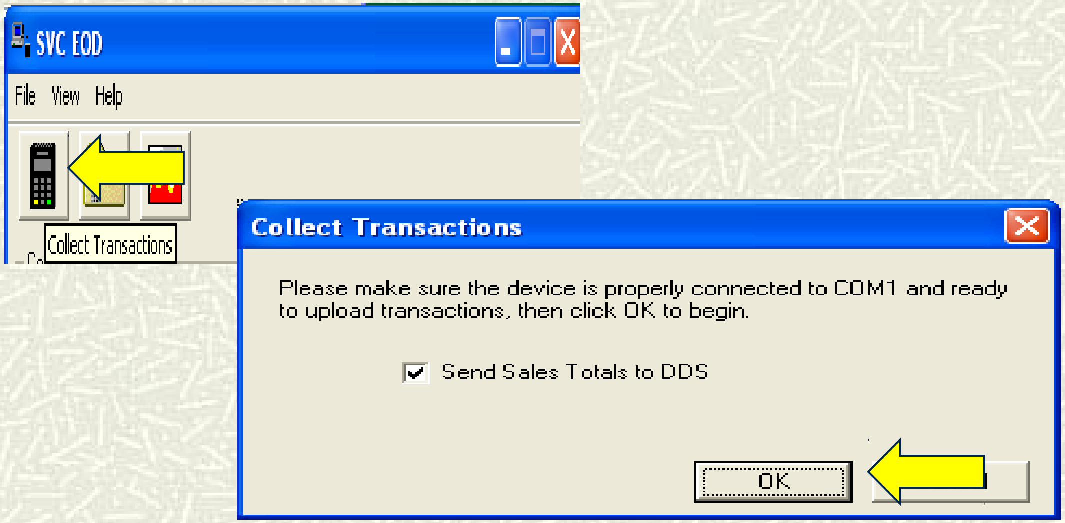
CardNo	Name	SSN
9874681100000497565	Doe, John	111-11-1111
9874681100000497568	Smith, Joe	232-21-2322

Number of Cards Issued on 08/13/2007 **2**

Total Number of Cards Issued **2**

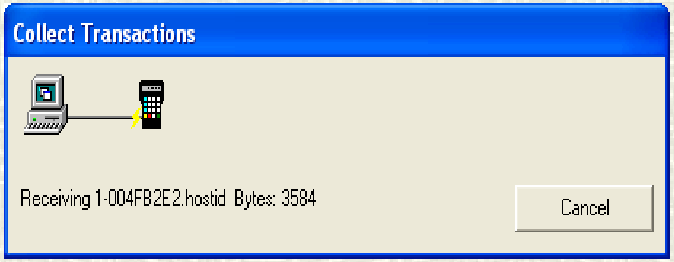
EAGLECASH *CLOSE-OUT* END OF DAY PROCESSING (Cont.)

Transfer Sales Transactions To EC


SVC EOD
File View Help
Collect Transactions
Collect Transactions
OK

Please make sure the device is properly connected to COM1 and ready to upload transactions, then click OK to begin.

☑ Send Sales Totals to DDS

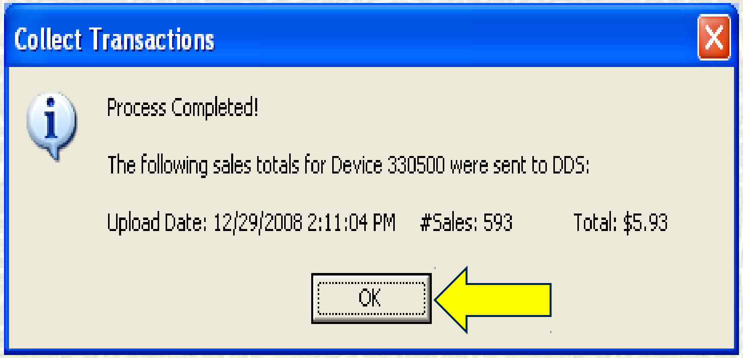

Collect Transactions
Cancel

Receiving 1-004FB2E2.hostid Bytes: 3584

- On the Point Of Sale (POS) terminal screen, select "Reports" and then "Detail" for a detailed report.
- Return to the "SVC EOD" window.
- Select the "Collect Transaction" icon.
- Once the "Collect Transactions" icon appears, select the "OK" button.
- On the POS terminal press BATCH. Terminal will prompt to "ENTER PASSWORD." Key 0000. Press ENTER.
- The POS terminal will upload transactions to the laptop. Simultaneously, the laptop will download the latest Hotlist to the terminal. When the process is complete, a Settlement Report prints confirming TERMINAL UPLOADED SUCCESSFULLY.

EAGLECASH *CLOSE-OUT* END OF DAY PROCESSING (Cont.)

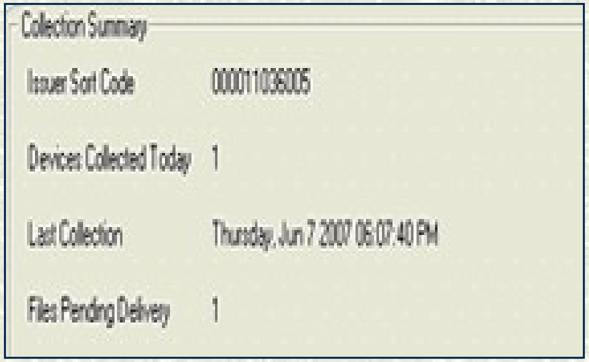
Transfer Sales Transactions To EOD Application (2 of 2)



Process Completed!

The following sales totals for Device 330500 were sent to DDS:

Upload Date: 12/29/2008 2:11:04 PM #Sales: 593 Total: $5.93



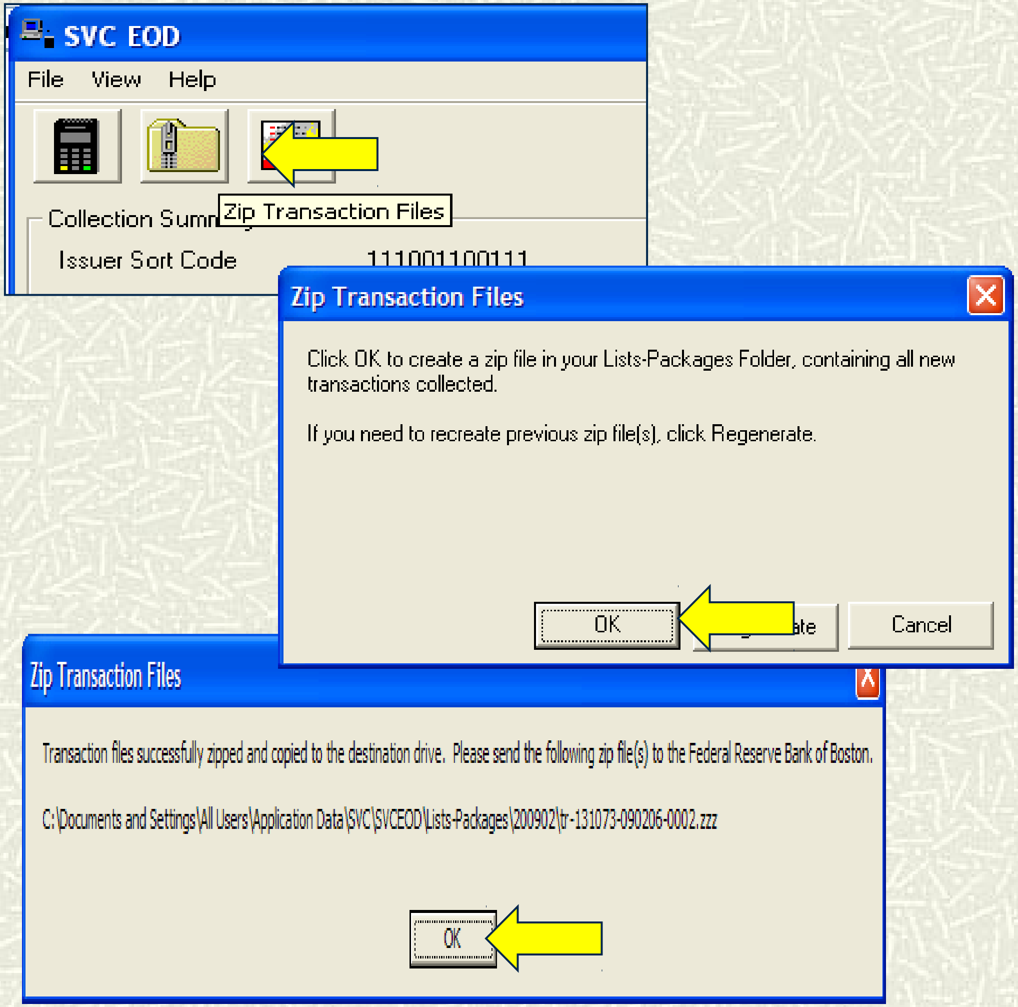
Issuer Sort Code	000011036005
Devices Collected Today	1
Last Collection	Thursday, Jun 7 2007 06:07:40 PM
Files Pending Delivery	1

- **Wait for the collection process to complete and then press “OK”**
- **Remove the SETTLEMENT REPORT from the terminal and retain with daily business paperwork. Press REPORT and then DETAIL. A new DETAIL REPORT will print showing NO TRANSACTIONS. This Report should be left on the terminal as validation that transactions were uploaded and to provide easy reference of the date on which the terminal was loaded with the HotList.**
- **The main screen will reflect the Collection Summary showing that files have been added to “Files Pending Delivery” in SVC-EOD.**

EAGLECASH *CLOSE-OUT* END OF DAY PROCESSING (Cont.)

Zip Transaction Files in EOD Application (1 of 2)

- Select Zip utility icon from "SVC EOD" tool bar.
- Select "OK" on "Zip Transaction Files" window, and the transactions will be saved to the "Lists-Packages Folder."
- When zip process is complete, the zip information will display on the screen.
- Select "OK."
- The file is now ready to be placed on EC-AKO site.


SVC EOD
File View Help
Zip Transaction Files
Collection Summ
Issuer Sort Code
111001100111

Zip Transaction Files

Click OK to create a zip file in your Lists-Packages Folder, containing all new transactions collected.

If you need to recreate previous zip file(s), click Regenerate.

OK
ate
Cancel

Zip Transaction Files

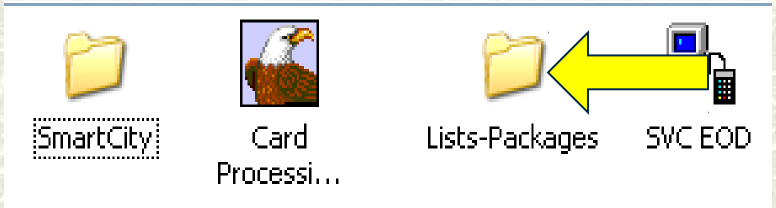
Transaction files successfully zipped and copied to the destination drive. Please send the following zip file(s) to the Federal Reserve Bank of Boston.

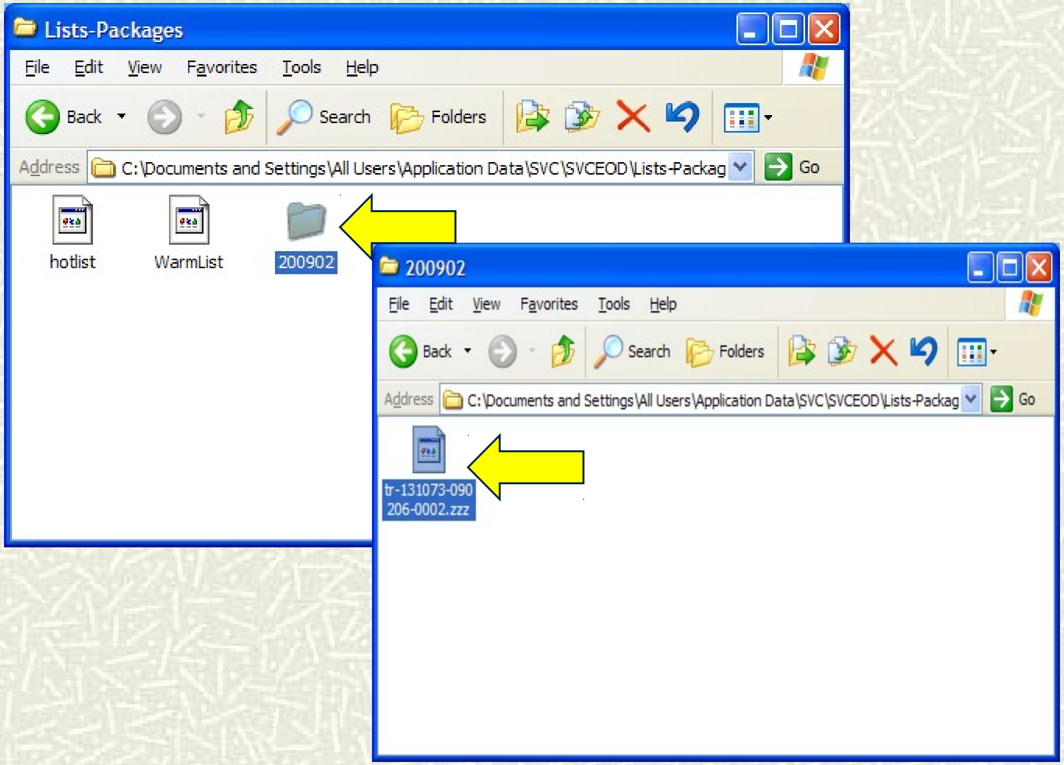
C:\Documents and Settings\All Users\Application Data\SVC\SVCEOD\Lists-Packages\200902\tr-131073-090206-0002.zzz

EAGLECASH *CLOSE-OUT* END OF DAY PROCESSING (Cont.)

Zip Transaction Files in EOD Application (2 of 2)

- Open the EC folder.
- Select the "Lists-Packages" icon
- Select the appropriate folder.
- Select the appropriate file and place it in the EC-AKO site.

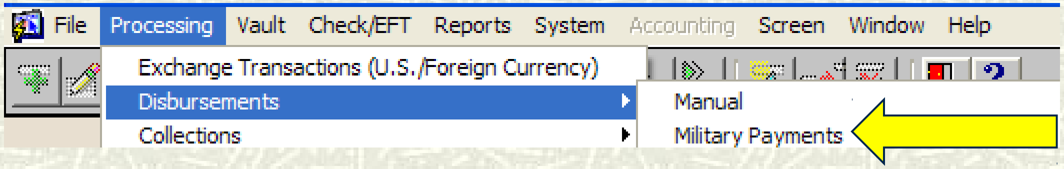

SmartCity
Card Processi...
Lists-Packages
SVC EOD


Lists-Packages
File Edit View Favorites Tools Help
Back
Search
Folders
Address
Go
hotlist
WarmList
200902
200902
File Edit View Favorites Tools Help
Back
Search
Folders
Address
Go
tr-131073-090206-0002.zzz

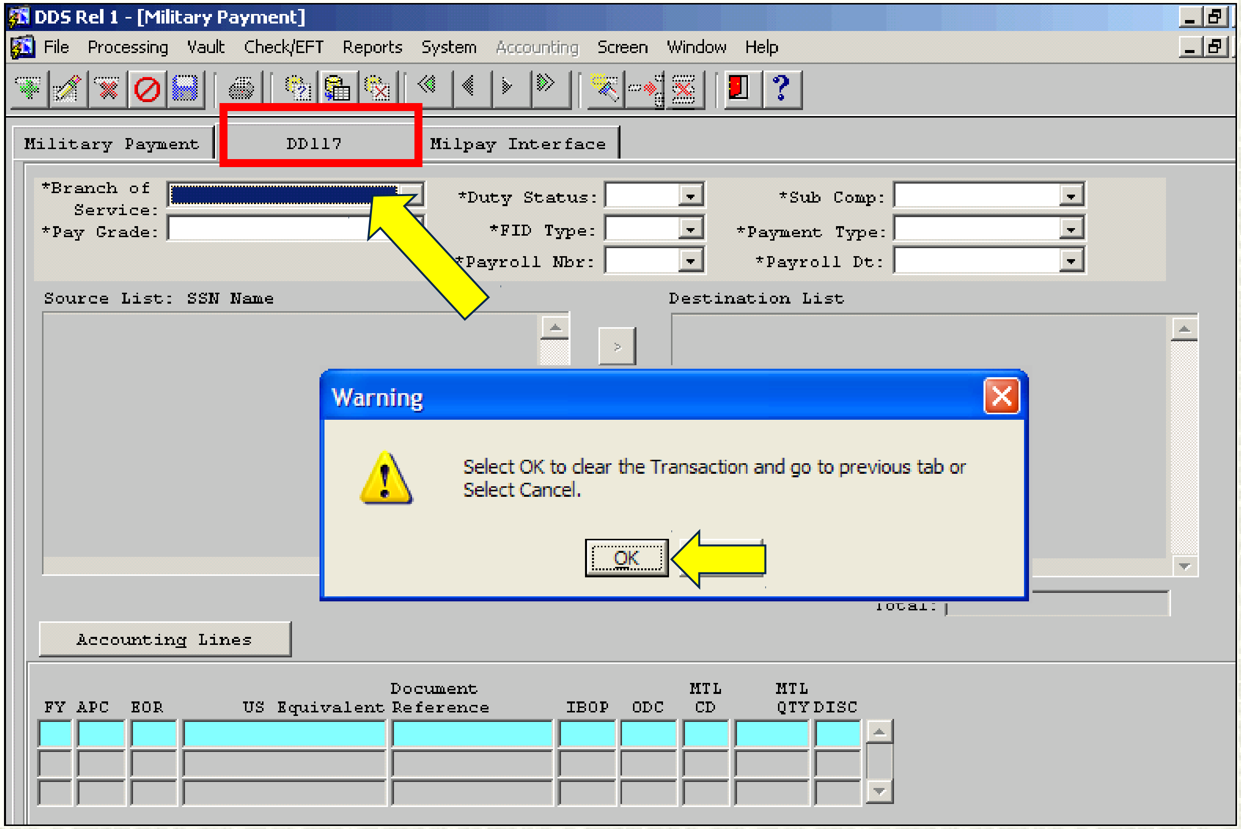
Address: C:\Documents and Settings\All Users\Application Data\SVC\SVCEOD\Lists-Packag

DDS
END OF DAY PROCESSING

Process A DD 117 For Military Payment (1 of 4)


File
Processing
Vault
Check/EFT
Reports
System
Accounting
Screen
Window
Help
Exchange Transactions (U.S./Foreign Currency)
Disbursements
Collections
Manual
Military Payments

- **Processing**
- **Disbursements**
- **Military Payments (Casual/Local Pay)**

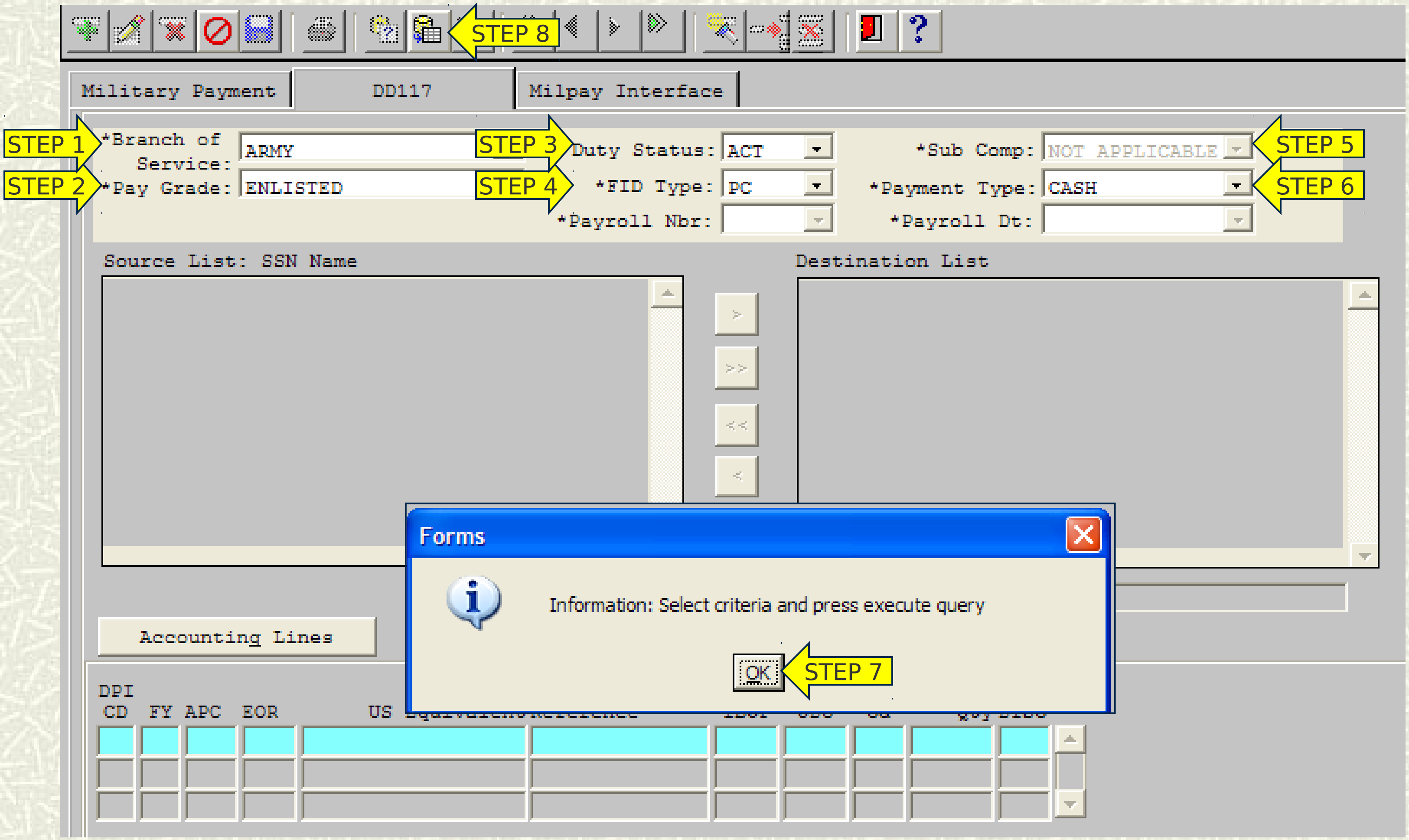

DDS Rel 1 - [Military Payment]
File
Processing
Vault
Check/EFT
Reports
System
Accounting
Screen
Window
Help
Military Payment
DD117
Milpay Interface
*Branch of Service:
*Pay Grade:
*Duty Status:
*FID Type:
*Payroll Nbr:
*Sub Comp:
*Payment Type:
*Payroll Dt:
Source List: SSN Name
Destination List
Total:
Accounting Lines
FY
APC
EOR
US Equivalent
Document Reference
IBOP
ODC
MTL CD
MTL QTY
DISC
Warning
OK

Select OK to clear the Transaction and go to previous tab or Select Cancel.

Cashier will voucher all military payments processed before the close of business.

DDS CLOSE-OUT END OF DAY PROCESSING (Cont.)

Process A DD 117 For Military Payment (2 of 4)



Military Payment
DD117
Milpay Interface
Source List: SSN Name
Destination List
>
>>
<<
<
Accounting Lines
DPI CD
FY
APC
EOR
US

STEP 1 *Branch of Service: ARMY

STEP 2 *Pay Grade: ENLISTED

STEP 3 Duty Status: ACT

STEP 4 *FID Type: PC

*Payroll Nbr:

STEP 5 *Sub Comp: NOT APPLICABLE

STEP 6 *Payment Type: CASH

*Payroll Dt:

Forms

Information: Select criteria and press execute query

STEP 7 OK

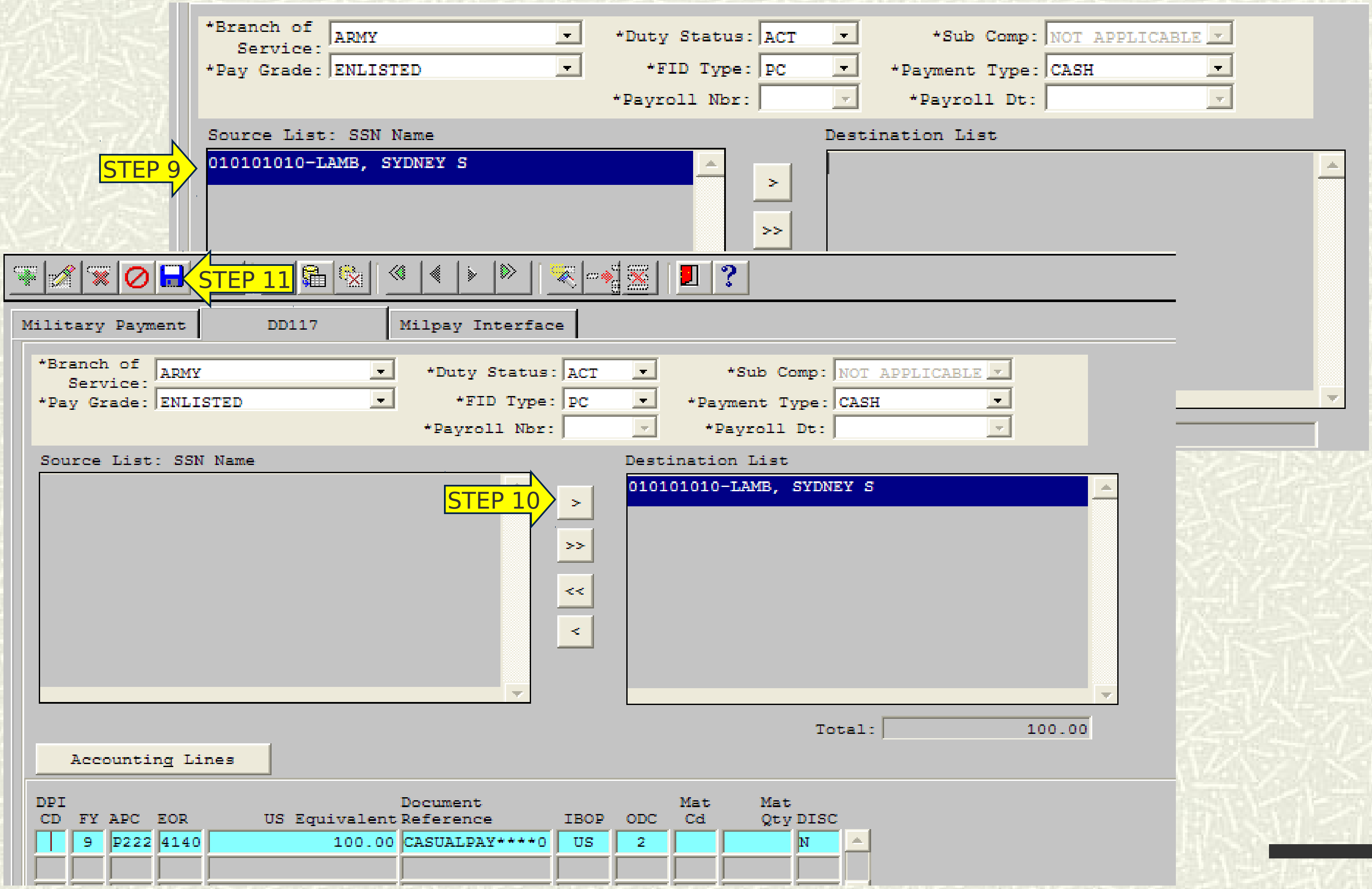
STEP 8

DDS

CLOSE-OUT

END OF DAY PROCESSING (Cont.)

Process A DD 117 For Military Payment (3 of 4)



STEP 9

*Branch of Service: ARMY
*Duty Status: ACT
*Sub Comp: NOT APPLICABLE
*Pay Grade: ENLISTED
*FID Type: PC
*Payment Type: CASH
*Payroll Nbr:
*Payroll Dt:

Source List: SSN Name

010101010-LAMB, SYDNEY S

Destination List

STEP 11

*Branch of Service: ARMY
*Duty Status: ACT
*Sub Comp: NOT APPLICABLE
*Pay Grade: ENLISTED
*FID Type: PC
*Payment Type: CASH
*Payroll Nbr:
*Payroll Dt:

Source List: SSN Name

STEP 10

Destination List

010101010-LAMB, SYDNEY S

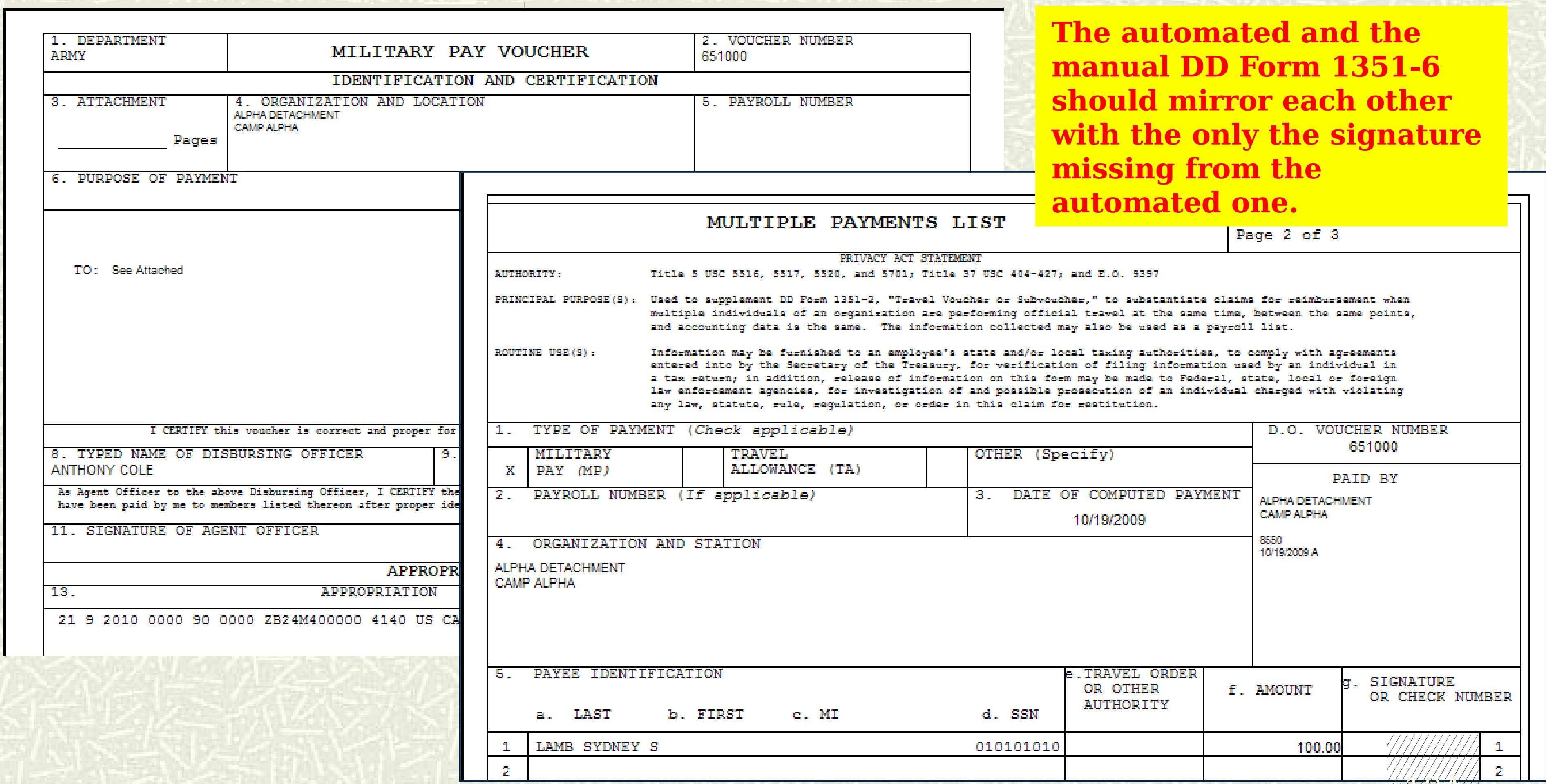
Total: 100.00

DPI CD	FY	APC	EOR	US Equivalent	Document Reference	IBOP	ODC	Mat Cd	Mat Qty	DISC
	9	P222	4140	100.00	CASUALPAY****0	US	2			N

DDS CLOSE-OUT

END OF DAY PROCESSING (Cont.)

Process A DD 117 For Military Payment (4 of 4)



1. DEPARTMENT
ARMY

MILITARY PAY VOUCHER

2. VOUCHER NUMBER
651000

IDENTIFICATION AND CERTIFICATION

3. ATTACHMENT
______ Pages

4. ORGANIZATION AND LOCATION
ALPHA DETACHMENT
CAMP ALPHA

5. PAYROLL NUMBER

6. PURPOSE OF PAYMENT

TO: See Attached

I CERTIFY this voucher is correct and proper for

8. TYPED NAME OF DISBURSING OFFICER
ANTHONY COLE

9.

As Agent Officer to the above Disbursing Officer, I CERTIFY the
have been paid by me to members listed thereon after proper ide

11. SIGNATURE OF AGENT OFFICER

APPROPR

13. APPROPRIATION

21 9 2010 0000 90 0000 ZB24M400000 4140 US CA

MULTIPLE PAYMENTS LIST

Page 2 of 3

PRIVACY ACT STATEMENT

AUTHORITY: Title 5 USC 5516, 5517, 5520, and 5701; Title 37 USC 404-427; and E.O. 9397

PRINCIPAL PURPOSE(S): Used to supplement DD Form 1351-2, "Travel Voucher or Subvoucher," to substantiate claims for reimbursement when multiple individuals of an organization are performing official travel at the same time, between the same points, and accounting data is the same. The information collected may also be used as a payroll list.

ROUTINE USE(S): Information may be furnished to an employee's state and/or local taxing authorities, to comply with agreements entered into by the Secretary of the Treasury, for verification of filing information used by an individual in a tax return; in addition, release of information on this form may be made to Federal, state, local or foreign law enforcement agencies, for investigation of and possible prosecution of an individual charged with violating any law, statute, rule, regulation, or order in this claim for restitution.

1. TYPE OF PAYMENT *(Check applicable)*

X	MILITARY PAY (MP)		TRAVEL ALLOWANCE (TA)	OTHER (Specify)

D.O. VOUCHER NUMBER
651000

2. PAYROLL NUMBER *(If applicable)*

3. DATE OF COMPUTED PAYMENT
10/19/2009

PAID BY
ALPHA DETACHMENT
CAMP ALPHA

8550
10/19/2009 A

4. ORGANIZATION AND STATION
ALPHA DETACHMENT
CAMP ALPHA

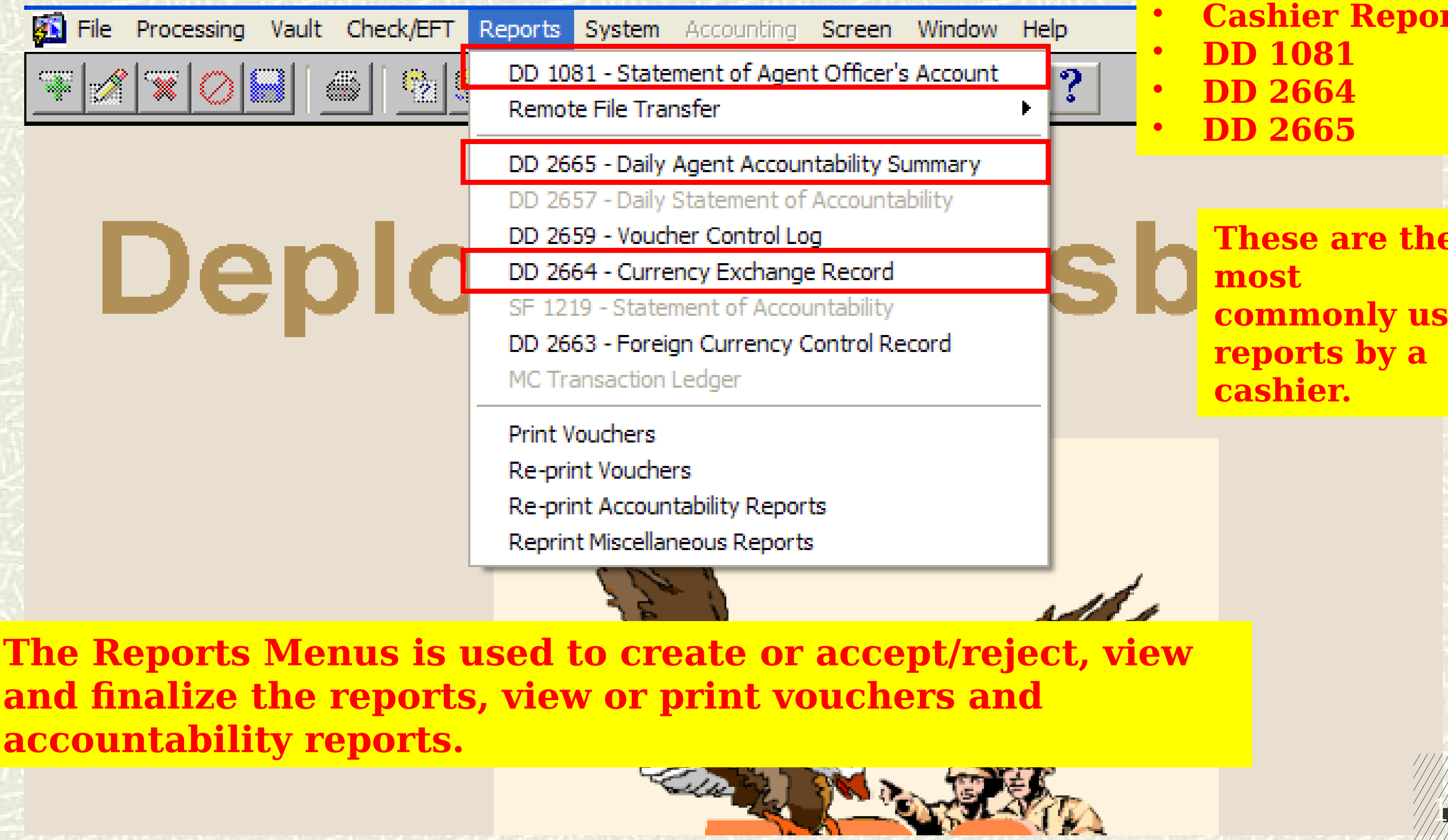
	5. PAYEE IDENTIFICATION a. LAST b. FIRST c. MI	d. SSN	e. TRAVEL ORDER OR OTHER AUTHORITY	f. AMOUNT	g. SIGNATURE OR CHECK NUMBER	
1	LAMB SYDNEY S	010101010		100.00		1
2						2

The automated and the manual DD Form 1351-6 should mirror each other with the only the signature missing from the automated one.

DDS END OF DAY PROCESSING (Cont.)

CLOSE-OUT

Reports Menu


File
Processing
Vault
Check/EFT
Reports
System
Accounting
Screen
Window
Help
DD 1081 - Statement of Agent Officer's Account
Remote File Transfer
DD 2665 - Daily Agent Accountability Summary
DD 2657 - Daily Statement of Accountability
DD 2659 - Voucher Control Log
DD 2664 - Currency Exchange Record
SF 1219 - Statement of Accountability
DD 2663 - Foreign Currency Control Record
MC Transaction Ledger
Print Vouchers
Re-print Vouchers
Re-print Accountability Reports
Reprint Miscellaneous Reports
Deplo
sb

- **Cashier Reports**
- **DD 1081**
- **DD 2664**
- **DD 2665**

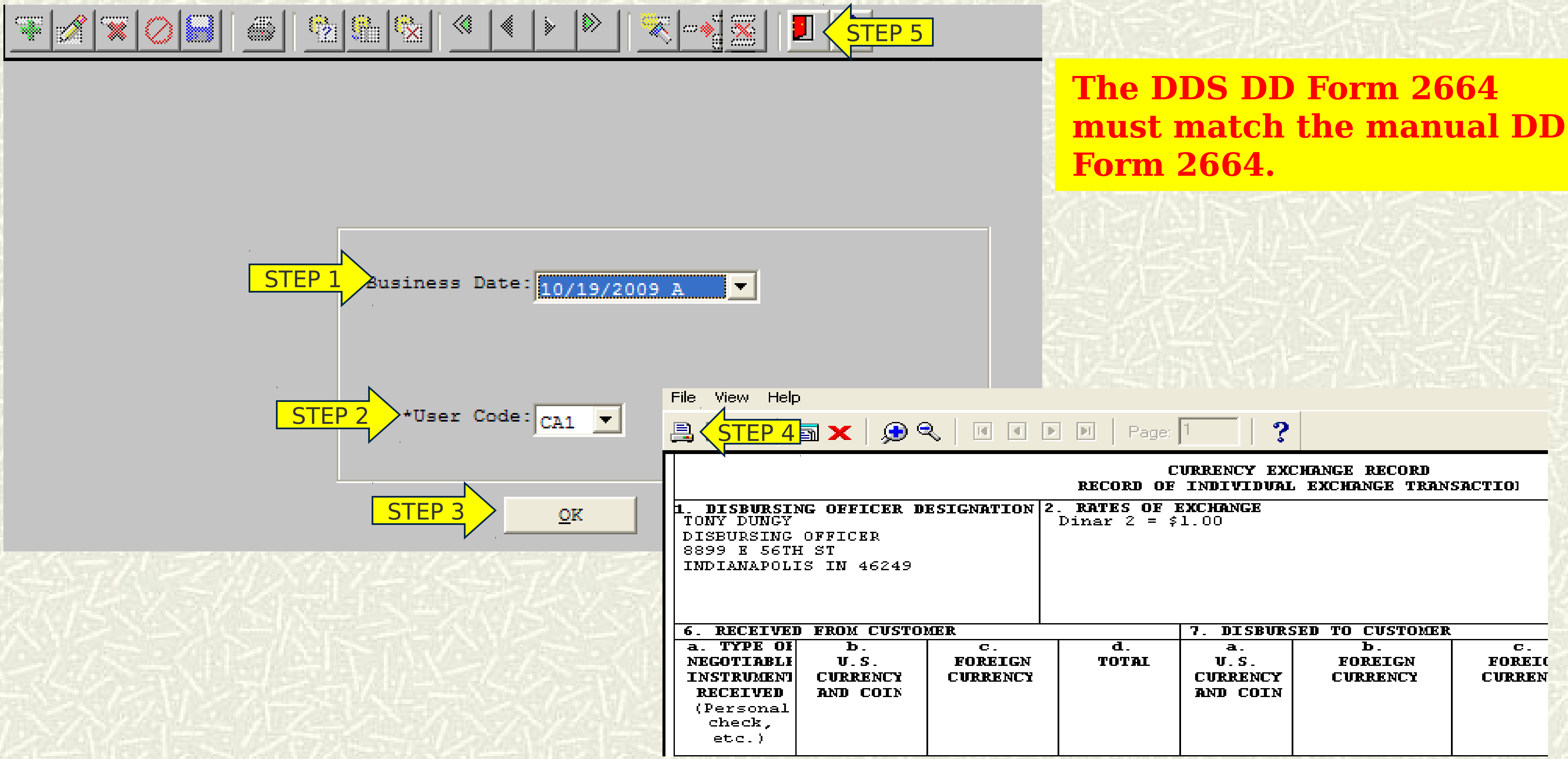
These are the most commonly used reports by a cashier.

The Reports Menus is used to create or accept/reject, view and finalize the reports, view or print vouchers and accountability reports.

DDS *CLOSE-OUT*

END OF DAY PROCESSING (Cont.)

DD Form 2664



STEP 1 Business Date: 10/19/2009 A

STEP 2 *User Code: CA1

STEP 3 OK

CURRENCY EXCHANGE RECORD
RECORD OF INDIVIDUAL EXCHANGE TRANSACTIO

1. DISBURSING OFFICER DESIGNATION
TONY DUNGY
DISBURSING OFFICER
8899 E 56TH ST
INDIANAPOLIS IN 46249

2. RATES OF EXCHANGE
Dinar 2 = $1.00

6. RECEIVED FROM CUSTOMER				7. DISBURSED TO CUSTOMER		
a. TYPE OF NEGOTIABLE INSTRUMENT RECEIVED (Personal check, etc.)	b. U.S. CURRENCY AND COIN	c. FOREIGN CURRENCY	d. TOTAL	a. U.S. CURRENCY AND COIN	b. FOREIGN CURRENCY	c. FOREI CURREN

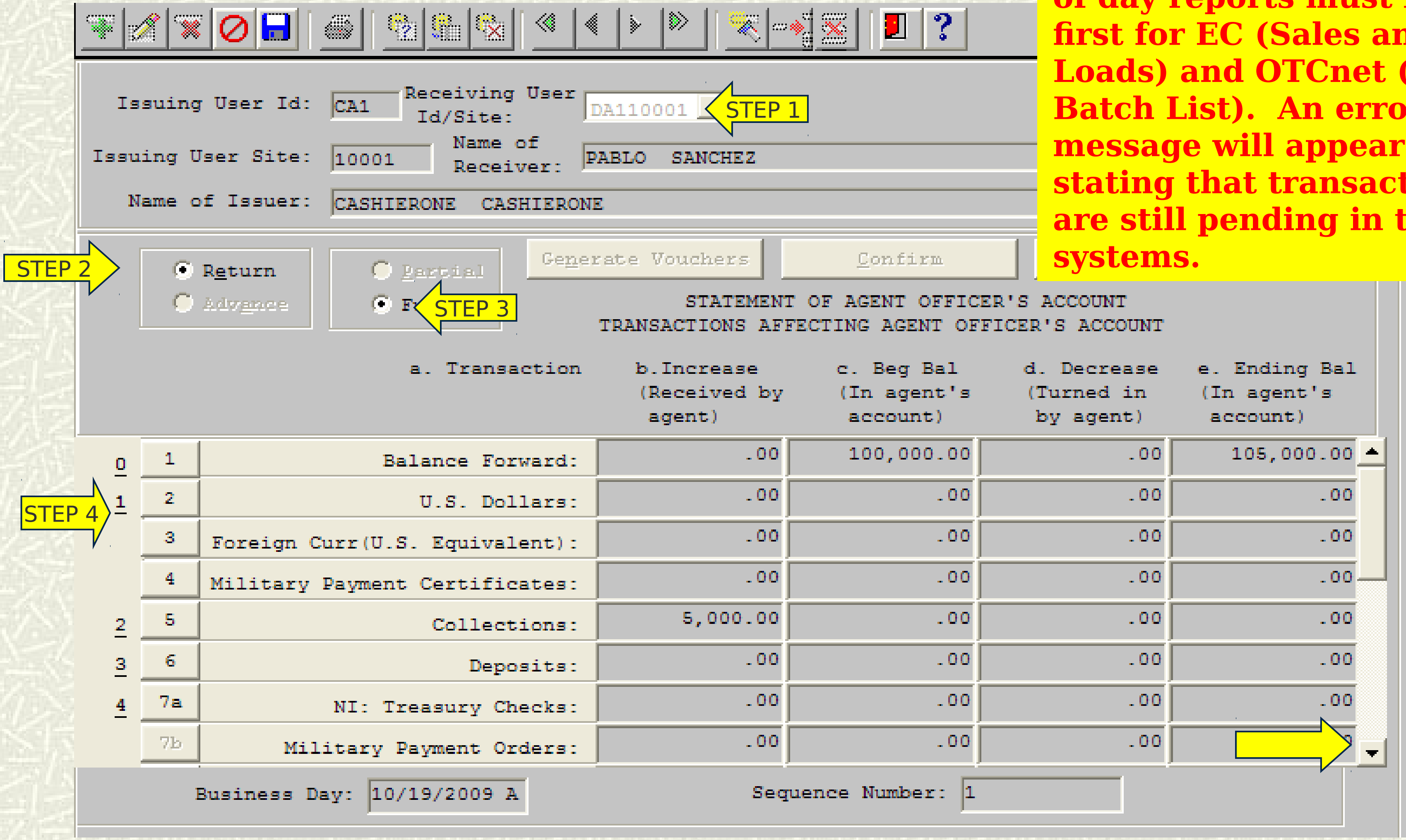
The DDS DD Form 2664 must match the manual DD Form 2664.

DDS

CLOSE-OUT

END OF DAY PROCESSING (Cont.)

DD Form 1081



Issuing User Id: CA1
Receiving User Id/Site: DA110001
Issuing User Site: 10001
Name of Receiver: PABLO SANCHEZ
Name of Issuer: CASHIERONE CASHIERONE

● Return
○ Advance

○ Partial
● F

STATEMENT OF AGENT OFFICER'S ACCOUNT
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

		a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0	1	Balance Forward:	.00	100,000.00	.00	105,000.00
1	2	U.S. Dollars:	.00	.00	.00	.00
	3	Foreign Curr (U.S. Equivalent):	.00	.00	.00	.00
	4	Military Payment Certificates:	.00	.00	.00	.00
2	5	Collections:	5,000.00	.00	.00	.00
3	6	Deposits:	.00	.00	.00	.00
4	7a	NI: Treasury Checks:	.00	.00	.00	.00
	7b	Military Payment Orders:	.00	.00	.00	[illegible]

Business Day: 10/19/2009 A
Sequence Number: 1

*****If DDS is interfaced with EC/OTCnet, the end of day reports must be ran first for EC (Sales and Loads) and OTCnet (close Batch List). An error message will appear stating that transactions are still pending in those systems.**

DDS

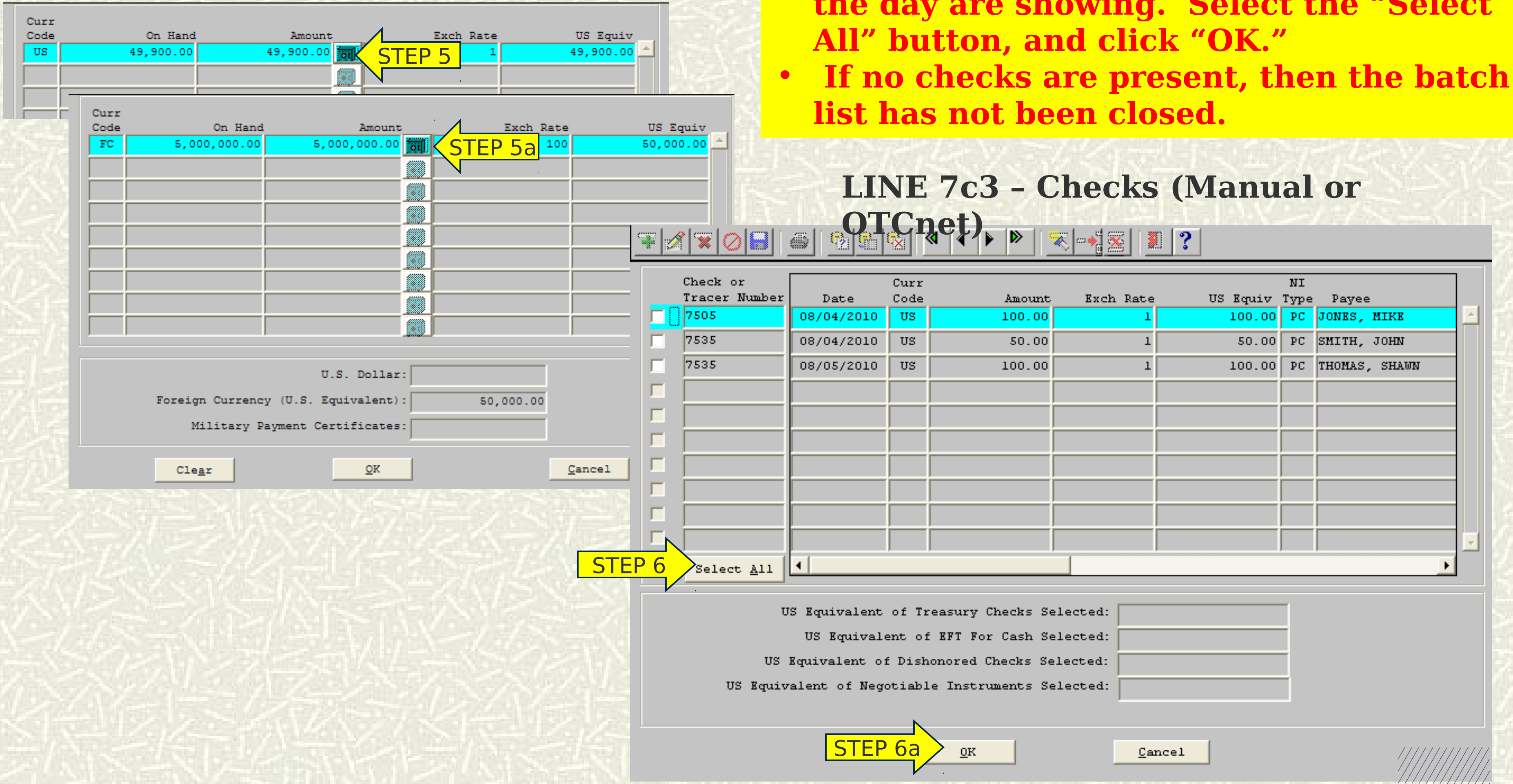
CLOSE-OUT

END OF DAY PROCESSING (Cont.)

DD Form 1081 (cont.)

- Verify that all negotiable instruments for the day are showing. Select the "Select All" button, and click "OK."
- If no checks are present, then the batch list has not been closed.

LINE 7c3 – Checks (Manual or OTCnet)



STEP 5

Curr Code	On Hand	Amount	Exch Rate	US Equiv
US	49,900.00	49,900.00	1	49,900.00

STEP 5a

Curr Code	On Hand	Amount	Exch Rate	US Equiv
FC	5,000,000.00	5,000,000.00	100	50,000.00

U.S. Dollar:

Foreign Currency (U.S. Equivalent): 50,000.00

Military Payment Certificates:

	Check or Tracer Number	Date	Curr Code	Amount	Exch Rate	US Equiv	NI Type	Payee
☐	7505	08/04/2010	US	100.00	1	100.00	PC	JONES, MIKE
☐	7535	08/04/2010	US	50.00	1	50.00	PC	SMITH, JOHN
☐	7535	08/05/2010	US	100.00	1	100.00	PC	THOMAS, SHAWN

STEP 6

US Equivalent of Treasury Checks Selected:

US Equivalent of EFT For Cash Selected:

US Equivalent of Dishonored Checks Selected:

US Equivalent of Negotiable Instruments Selected:

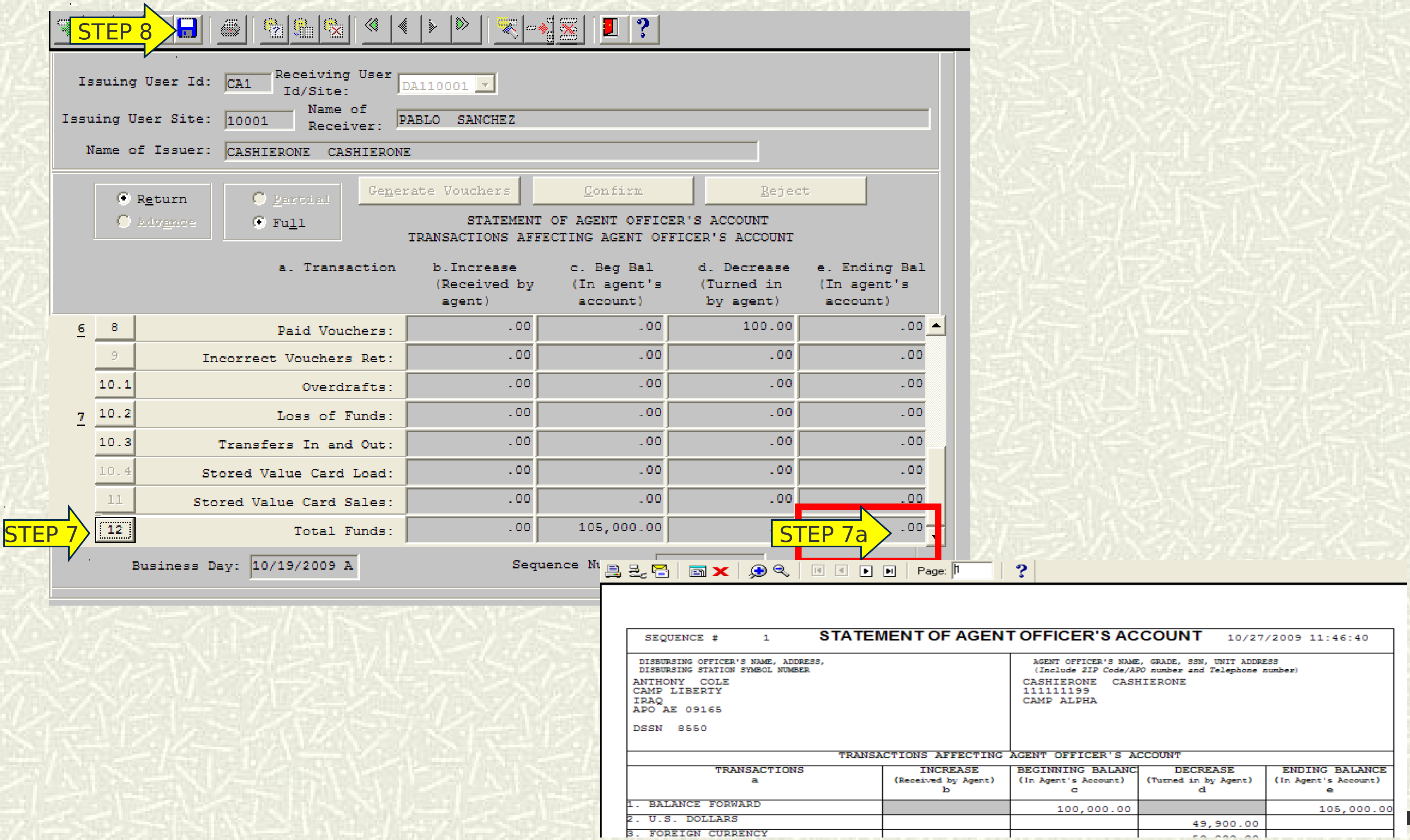
STEP 6a

DDS

CLOSE-OUT

END OF DAY PROCESSING (Cont.)

DD Form 1081 (cont.)



Issuing User Id: CA1
Receiving User Id/Site: DA110001
Issuing User Site: 10001
Name of Receiver: PABLO SANCHEZ
Name of Issuer: CASHIERONE CASHIERONE

● Return
○ Advance

○ Partial
● Full

STATEMENT OF AGENT OFFICER'S ACCOUNT
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

		a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
6	8	Paid Vouchers:	.00	.00	100.00	.00
	9	Incorrect Vouchers Ret:	.00	.00	.00	.00
	10.1	Overdrafts:	.00	.00	.00	.00
7	10.2	Loss of Funds:	.00	.00	.00	.00
	10.3	Transfers In and Out:	.00	.00	.00	.00
	10.4	Stored Value Card Load:	.00	.00	.00	.00
	11	Stored Value Card Sales:	.00	.00	.00	.00
	12	Total Funds:	.00	105,000.00		.00

Business Day: 10/19/2009 A

Sequence Nu

SEQUENCE # 1 **STATEMENT OF AGENT OFFICER'S ACCOUNT** 10/27/2009 11:46:40

DISBURSING OFFICER'S NAME, ADDRESS,
DISBURSING STATION SYMBOL NUMBER
ANTHONY COLE
CAMP LIBERTY
IRAQ
APO AE 09165

DSSN 8550

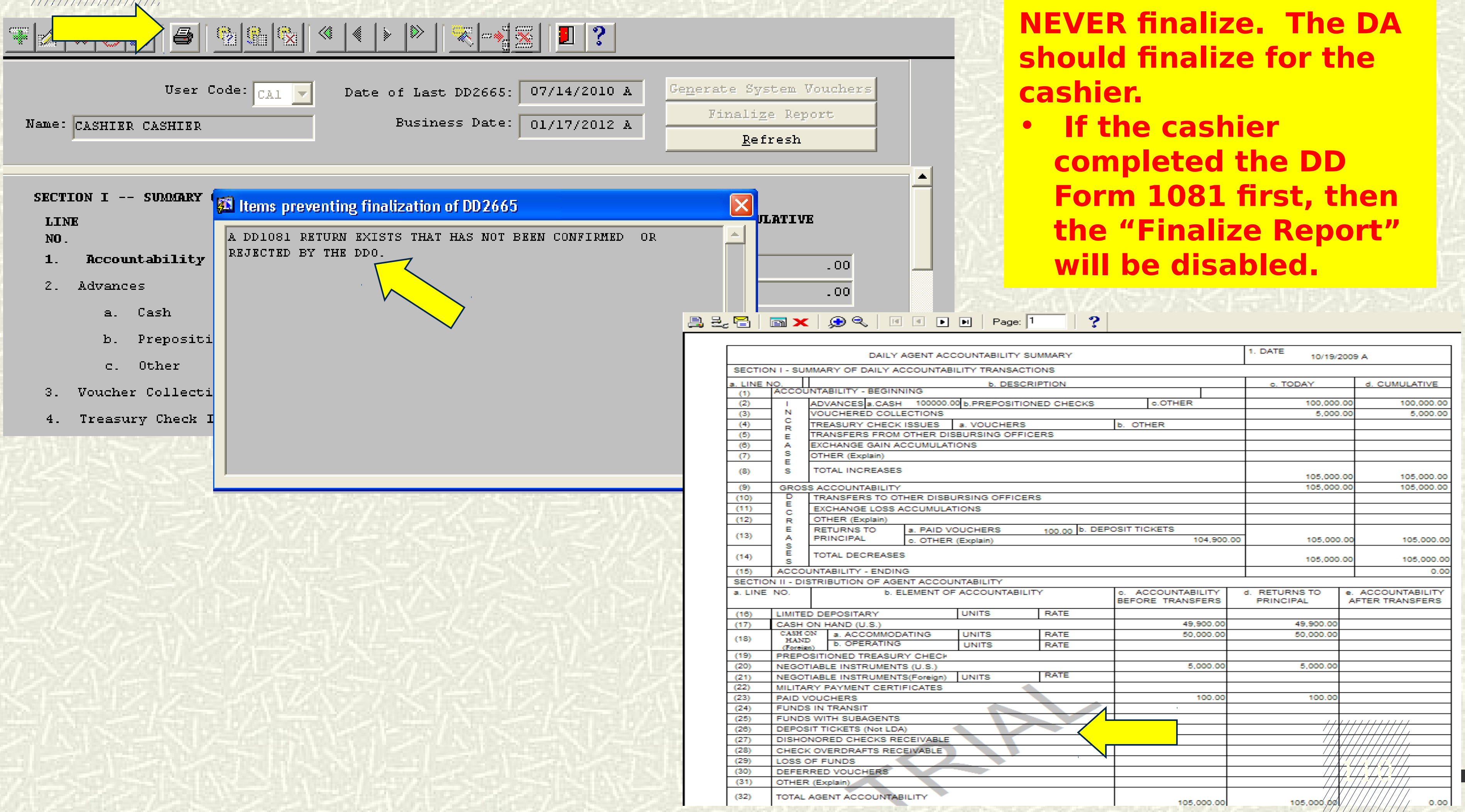
AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS
(Include ZIP Code/APO number and Telephone number)
CASHIERONE CASHIERONE
111111199
CAMP ALPHA

TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

TRANSACTIONS a	INCREASE (Received by Agent) b	BEGINNING BALANC (In Agent's Account) c	DECREASE (Turned in by Agent) d	ENDING BALANCE (In Agent's Account) e
1. BALANCE FORWARD		100,000.00		105,000.00
2. U.S. DOLLARS			49,900.00	
3. FOREIGN CURRENCY				

DDS
CLOSE-OUT
END OF DAY PROCESSING (Cont.)

DD Form 2665



User Code: CA1

Date of Last DD2665: 07/14/2010 A

Name: CASHIER CASHIER

Business Date: 01/17/2012 A

Items preventing finalization of DD2665

A DD1081 RETURN EXISTS THAT HAS NOT BEEN CONFIRMED OR REJECTED BY THE DDO.

DAILY AGENT ACCOUNTABILITY SUMMARY

1. DATE 10/19/2009 A

SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS

a. LINE NO.		b. DESCRIPTION	c. TODAY	d. CUMULATIVE
(1)	ACCOUNTABILITY - BEGINNING			
(2)	INCREASES	ADVANCES a.CASH 100000.00 b.PREPOSITIONED CHECKS c.OTHER	100,000.00	100,000.00
(3)		VOUCHERED COLLECTIONS	5,000.00	5,000.00
(4)		TREASURY CHECK ISSUES a. VOUCHERS b. OTHER		
(5)		TRANSFERS FROM OTHER DISBURSING OFFICERS		
(6)		EXCHANGE GAIN ACCUMULATIONS		
(7)		OTHER (Explain)		
(8)		TOTAL INCREASES	105,000.00	105,000.00
(9)	GROSS ACCOUNTABILITY		105,000.00	105,000.00
(10)	DECREASES	TRANSFERS TO OTHER DISBURSING OFFICERS		
(11)		EXCHANGE LOSS ACCUMULATIONS		
(12)		OTHER (Explain)		
(13)		RETURNS TO PRINCIPAL a. PAID VOUCHERS 100.00 b. DEPOSIT TICKETS c. OTHER (Explain) 104,900.00	105,000.00	105,000.00
(14)		TOTAL DECREASES	105,000.00	105,000.00
(15)	ACCOUNTABILITY - ENDING			0.00

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

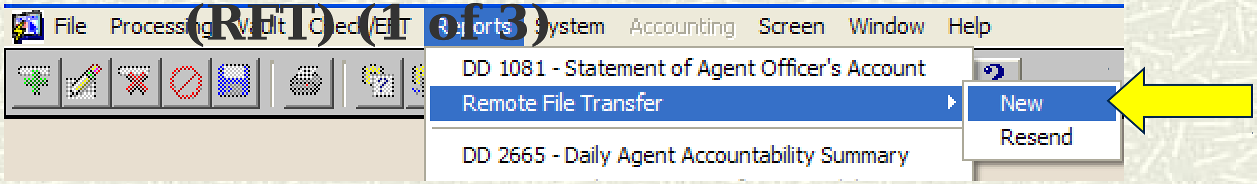
a. LINE NO.	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
(16)	LIMITED DEPOSITARY	UNITS	RATE			
(17)	CASH ON HAND (U.S.)			49,900.00	49,900.00	
(18)	CASH ON HAND (Foreign) a. ACCOMMODATING	UNITS	RATE	50,000.00	50,000.00	
	b. OPERATING	UNITS	RATE			
(19)	PREPOSITIONED TREASURY CHECK					
(20)	NEGOTIABLE INSTRUMENTS (U.S.)			5,000.00	5,000.00	
(21)	NEGOTIABLE INSTRUMENTS(Foreign)	UNITS	RATE			
(22)	MILITARY PAYMENT CERTIFICATES					
(23)	PAID VOUCHERS			100.00	100.00	
(24)	FUNDS IN TRANSIT					
(25)	FUNDS WITH SUBAGENTS					
(26)	DEPOSIT TICKETS (Not LDA)					
(27)	DISHONORED CHECKS RECEIVABLE					
(28)	CHECK OVERDRAFTS RECEIVABLE					
(29)	LOSS OF FUNDS					
(30)	DEFERRED VOUCHERS					
(31)	OTHER (Explain)					
(32)	TOTAL AGENT ACCOUNTABILITY			105,000.00	105,000.00	0.00

***The cashier should NEVER finalize. The DA should finalize for the cashier.

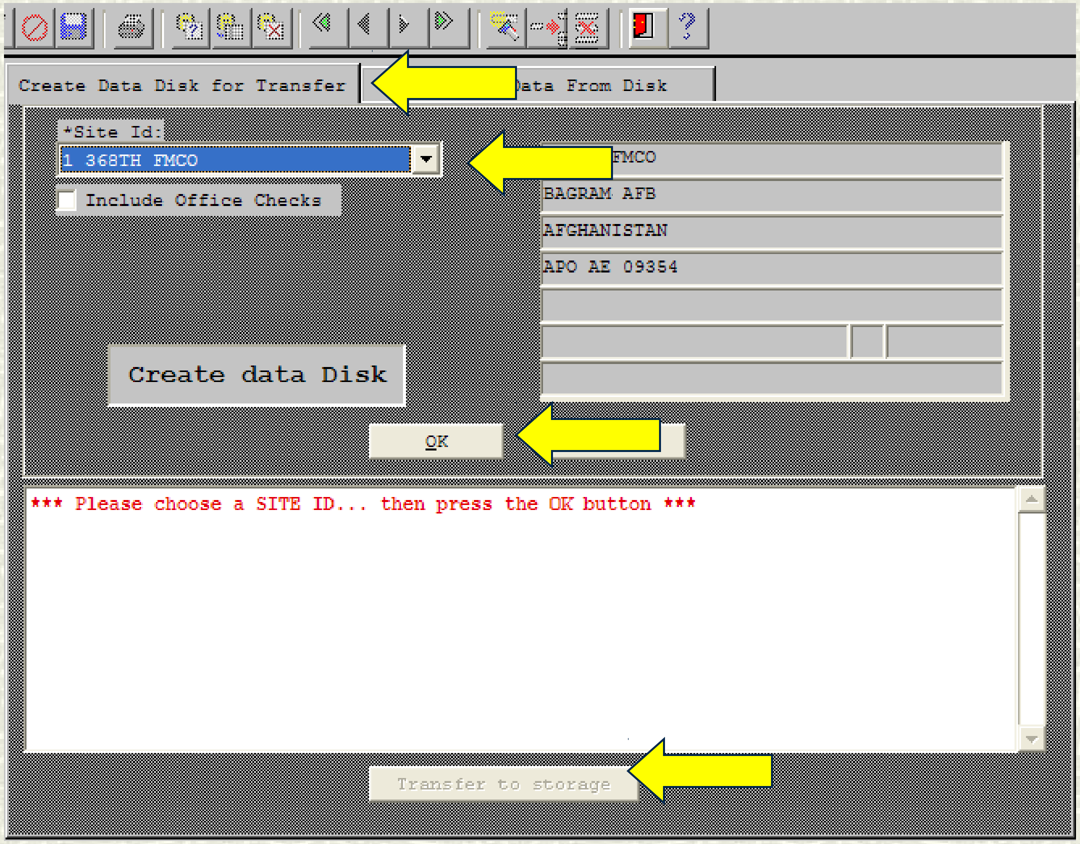
- If the cashier completed the DD Form 1081 first, then the “Finalize Report” will be disabled.

DDS *CLOSE-OUT*
END OF DAY PROCESSING (Cont.)

Create A Remote File Transfer (RFT) (1 of 3)


File
Processing
Audit
Check/EFT
Reports
System
Accounting
Screen
Window
Help
DD 1081 - Statement of Agent Officer's Account
Remote File Transfer
DD 2665 - Daily Agent Accountability Summary
New
Resend

- **Reports**
- **Remote File Transfer**
- **New**


Create Data Disk for Transfer
Data From Disk
Create data Disk
OK
Transfer to storage

*Site Id: 1 368TH FMCO

☐ Include Office Checks

FMCO
BAGRAM AFB
AFGHANISTAN
APO AE 09354

```
*** Please choose a SITE ID... then press the OK button ***
```

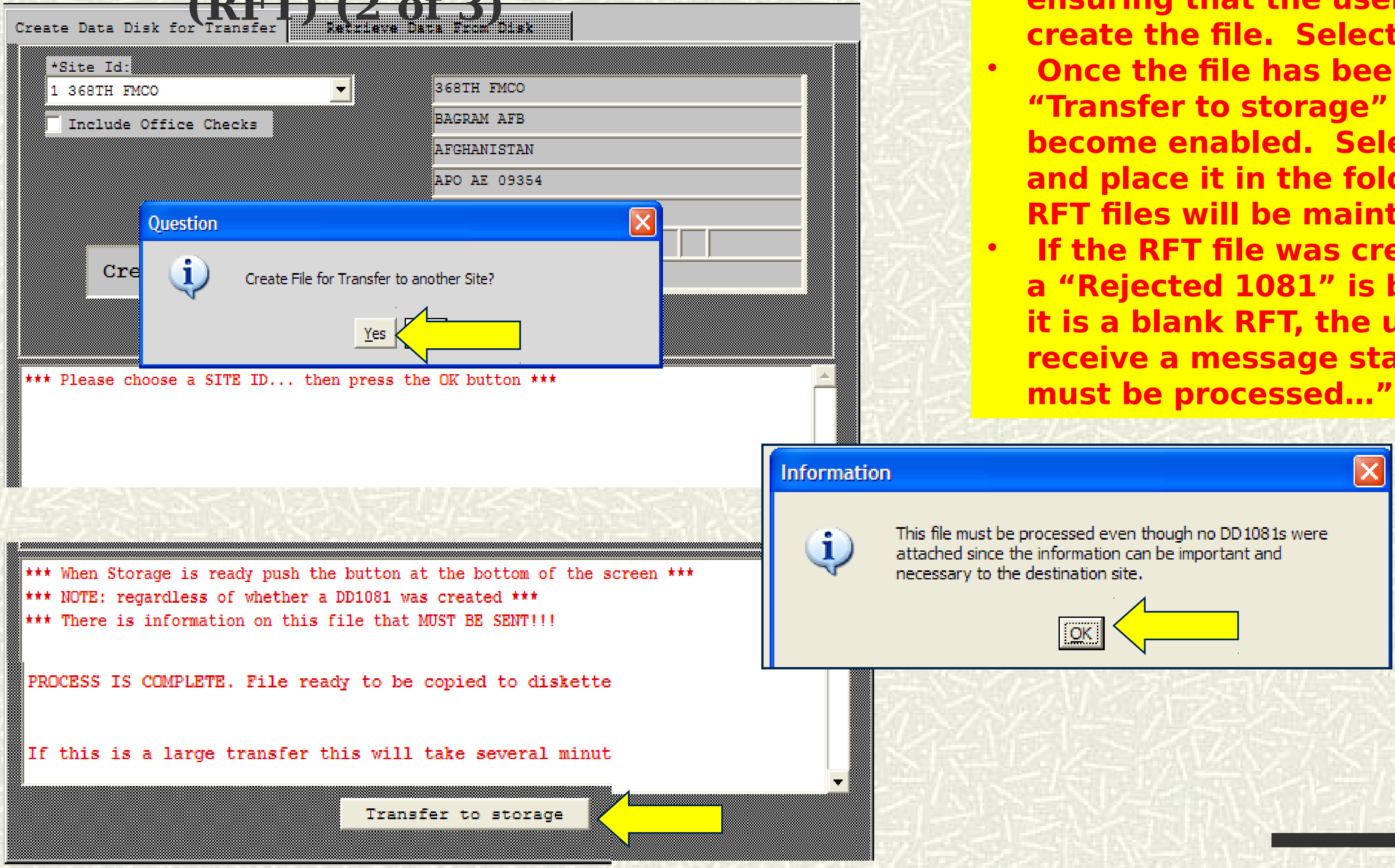
- Once "new" is selected, a window will appear with two tabs.
- DDS defaults to the "Create data disk for transfer."
- Select the appropriate "Site ID" that DDS should be transferring to.
- Select "OK" to generate the RFT file.
- Once the file has been created, the "Transfer to storage" button will become enabled. Select the button and place it in the folder where the RFT files will be maintained.

DDS END OF DAY PROCESSING (Cont.)

CLOSE-OUT

Create A Remote File Transfer (RFT) (2 of 3)

- A confirmation window will appear ensuring that the user wants to create the file. Select "YES."
- Once the file has been created, the "Transfer to storage" button will become enabled. Select the button and place it in the folder where the RFT files will be maintained.
- If the RFT file was created in error, a "Rejected 1081" is being sent, or it is a blank RFT, the user will receive a message stating "This file must be processed…"



*Site Id:
1 368TH FMCO

☐ Include Office Checks

368TH FMCO
BAGRAM AFB
AFGHANISTAN
APO AE 09354

Create File for Transfer to another Site?

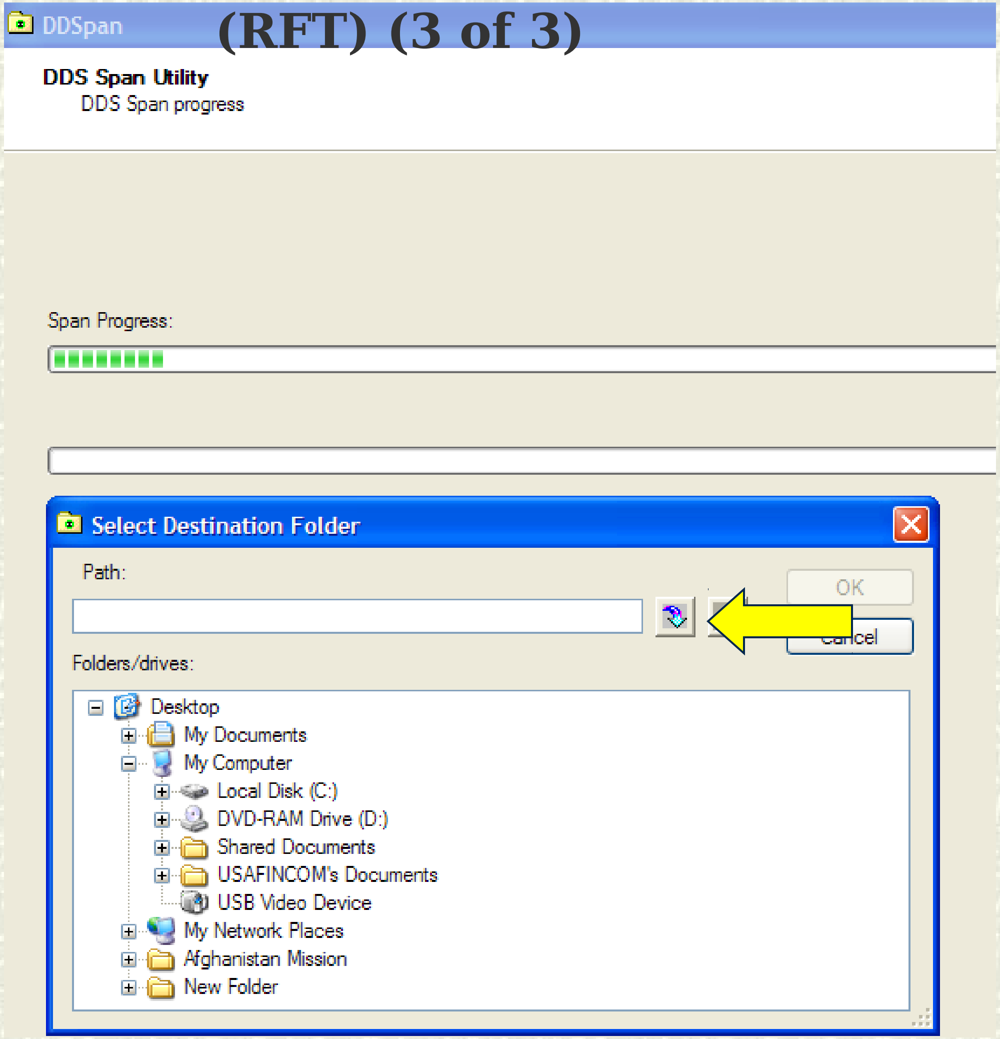
```
*** Please choose a SITE ID... then press the OK button ***
```

```
*** When Storage is ready push the button at the bottom of the screen ***
*** NOTE: regardless of whether a DD1081 was created ***
*** There is information on this file that MUST BE SENT!!!

PROCESS IS COMPLETE. File ready to be copied to diskette

If this is a large transfer this will take several minut
```

This file must be processed even though no DD1081s were attached since the information can be important and necessary to the destination site.

DDS *CLOSE-OUT* END OF DAY PROCESSING (Cont.)

Create A Remote File Transfer (RFT) (3 of 3)


DDSpan

DDS Span Utility
DDS Span progress

Span Progress:

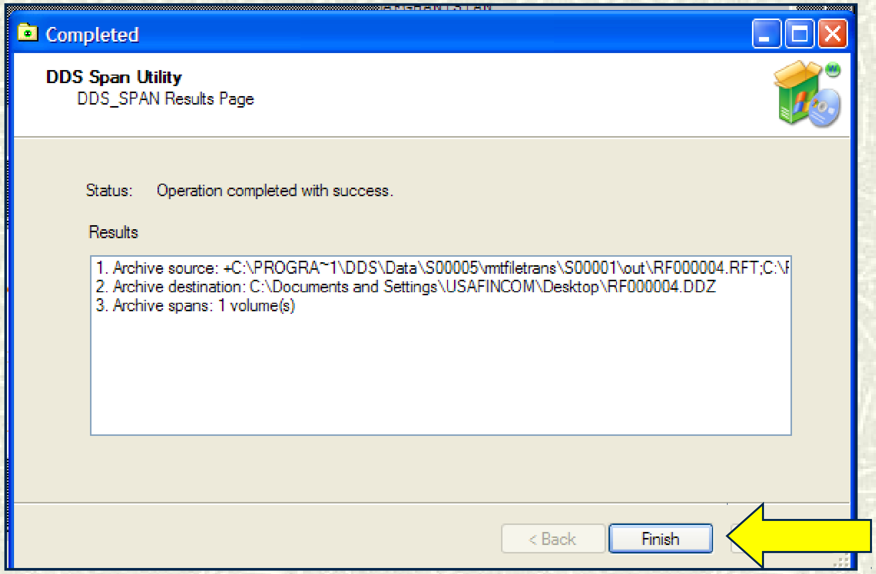
Select Destination Folder

Path:

OK
Cancel

Folders/drives:

- Desktop
  - My Documents
  - My Computer
    - Local Disk (C:)
    - DVD-RAM Drive (D:)
    - Shared Documents
    - USAFINCOM's Documents
    - USB Video Device
  - My Network Places
  - Afghanistan Mission
  - New Folder


Completed

DDS Span Utility
DDS_SPAN Results Page

Status: Operation completed with success.

Results

1. Archive source: +C:\PROGRA~1\DDS\Data\S00005\vmtfiletrans\S00001\out\RF000004.RFT;C:\
2. Archive destination: C:\Documents and Settings\USAFINCOM\Desktop\RF000004.DDZ
3. Archive spans: 1 volume(s)

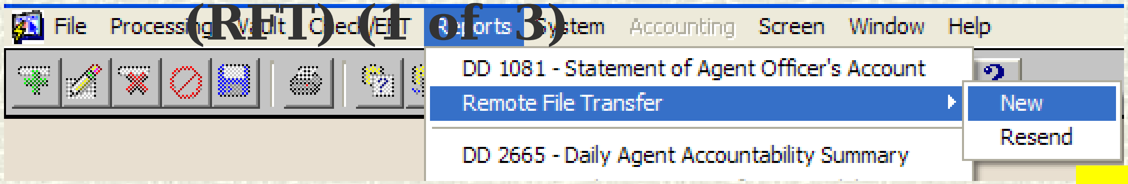
< Back
Finish

DDS

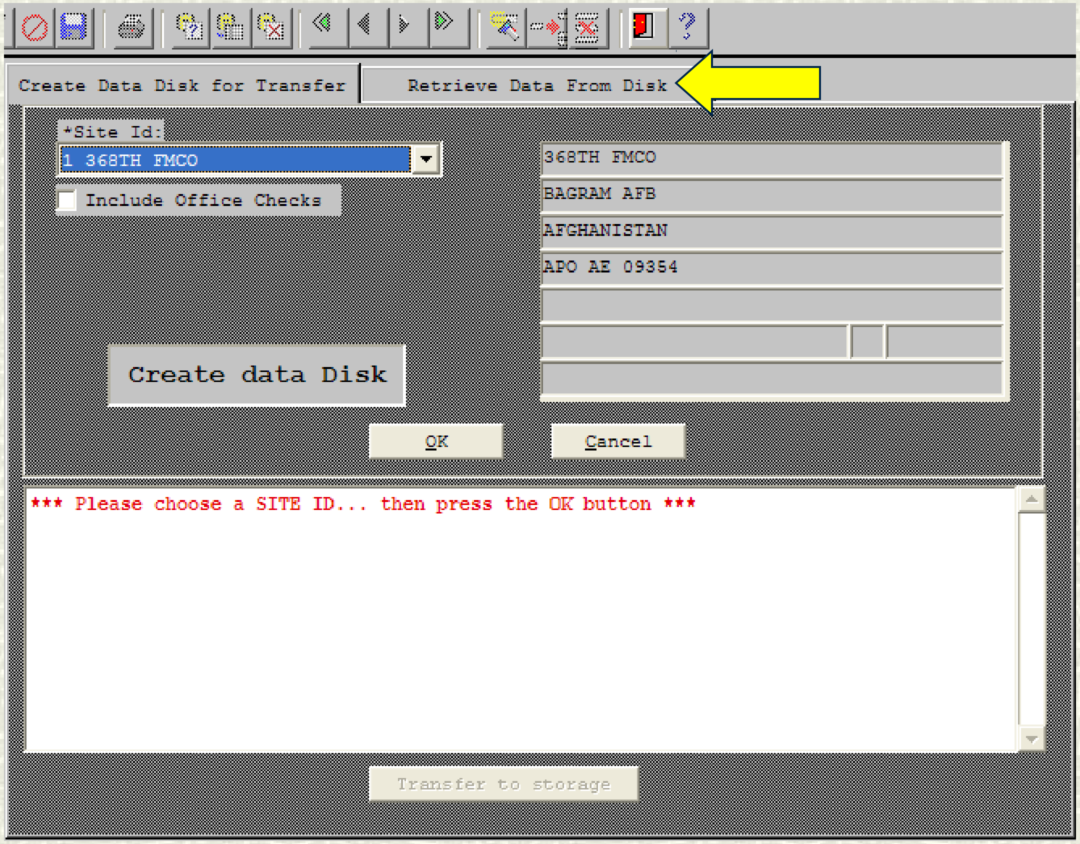
CLOSE-OUT

END OF DAY PROCESSING (Cont.)

Retrieve A Remote File Transfer (RFT) (1 of 3)


File
Processing
Vault
Check/EFT
Reports
System
Accounting
Screen
Window
Help
DD 1081 - Statement of Agent Officer's Account
Remote File Transfer
DD 2665 - Daily Agent Accountability Summary
New
Resend

- Reports
- Remote File Transfer
- New


Create Data Disk for Transfer
Retrieve Data From Disk
*Site Id:
☐ Include Office Checks
Create data Disk
OK
Cancel
Transfer to storage

1 368TH FMCO

368TH FMCO
BAGRAM AFB
AFGHANISTAN
APO AE 09354

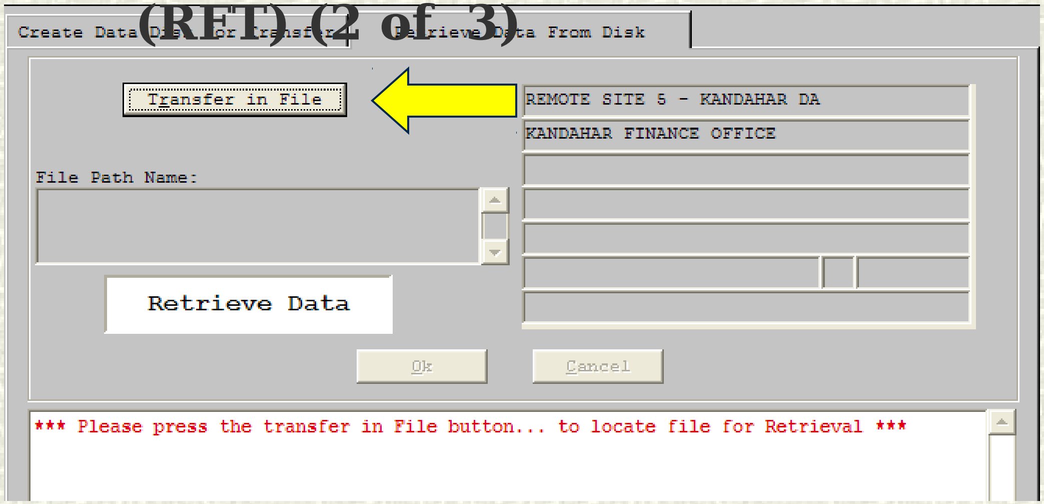
*** Please choose a SITE ID... then press the OK button ***

- Once "new" is selected, a window will appear with 2 tabs
- DDS defaults to the "create data disk for transfer"
- Select the appropriate Site ID that DDS should be transferring with
- Select "ok" to generate the RFT file
- Once the site has been created, the remarks window will state that the file has been created, and the "transfer to storage" key will become enabled
- Select the "transfer to storage" key, and place in the folder where the RFT files will be maintained

CLOSE-OUT

DDS END OF DAY PROCESSING (Cont.)

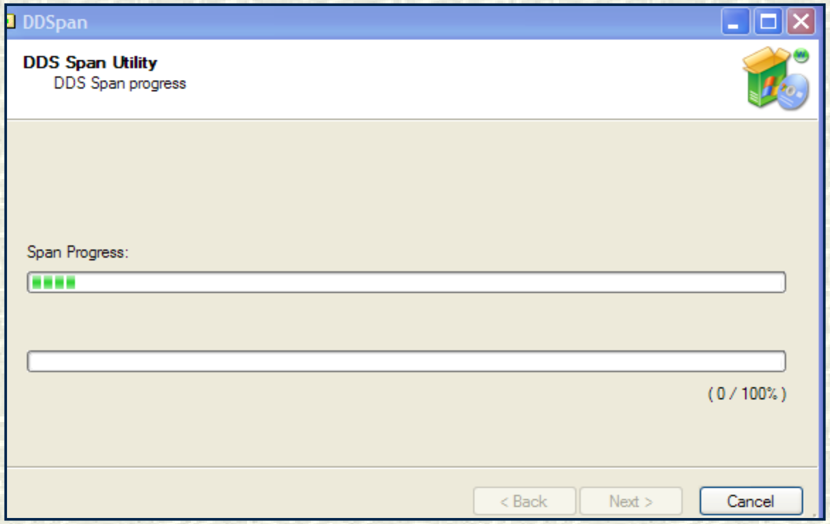
Retrieve A Remote File Transfer (RFT) (2 of 3)

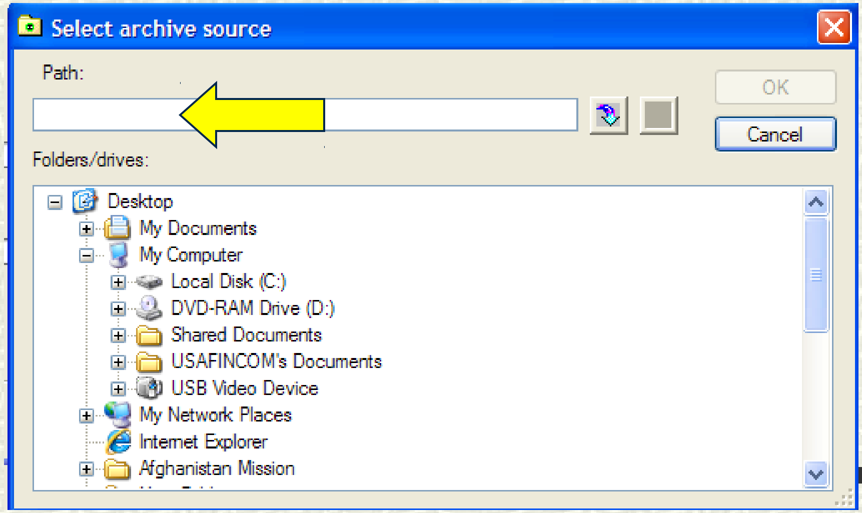

Create Data Disk for Transfer
Retrieve Data From Disk
Transfer in File
File Path Name:
Retrieve Data
Ok
Cancel

REMOTE SITE 5 - KANDAHAR DA

KANDAHAR FINANCE OFFICE

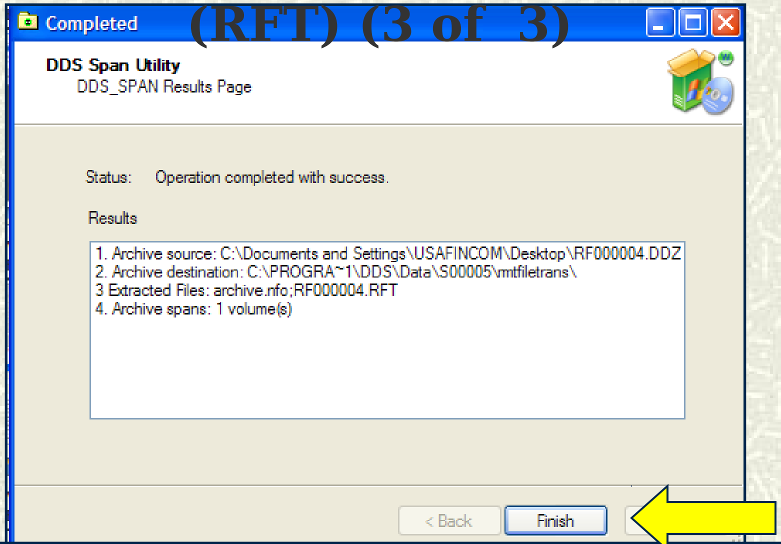
*** Please press the transfer in File button... to locate file for Retrieval ***


DDSpan
DDS Span Utility
DDS Span progress
Span Progress:
(0 / 100%)
< Back
Next >
Cancel


Select archive source
Path:
OK
Cancel
Folders/drives:
Desktop
My Documents
My Computer
Local Disk (C:)
DVD-RAM Drive (D:)
Shared Documents
USAFINCOM's Documents
USB Video Device
My Network Places
Internet Explorer
Afghanistan Mission

DDS *CLOSE-OUT*
END OF DAY PROCESSING (Cont.)

Retrieve A Remote File Transfer (RFT) (3 of 3)

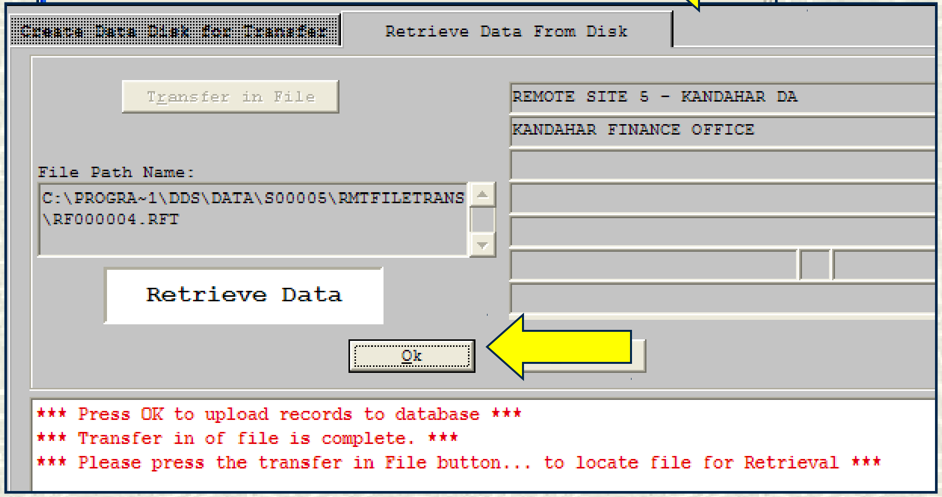

Completed
DDS Span Utility
DDS_SPAN Results Page

Status: Operation completed with success.

Results

1. Archive source: C:\Documents and Settings\USAFINCOM\Desktop\RF000004.DDZ
2. Archive destination: C:\PROGRA~1\DDS\Data\S00005\rmtfiletrans\
3 Extracted Files: archive.nfo;RF000004.RFT
4. Archive spans: 1 volume(s)

< Back
Finish


Create Data Disk for Transfer
Retrieve Data From Disk
Transfer in File

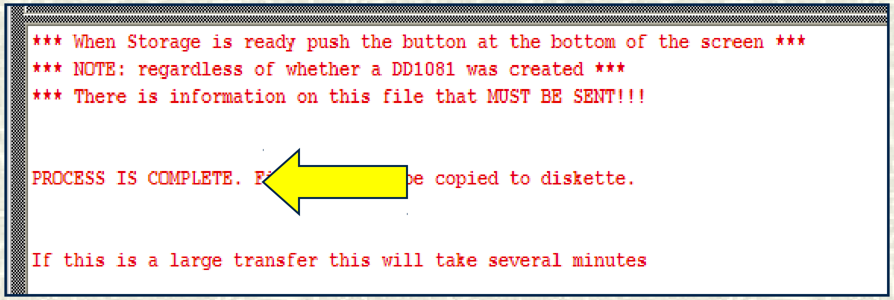
REMOTE SITE 5 - KANDAHAR DA

KANDAHAR FINANCE OFFICE

File Path Name: C:\PROGRA~1\DDS\DATA\S00005\RMTFILETRANS\RF000004.RFT

Retrieve Data
Ok

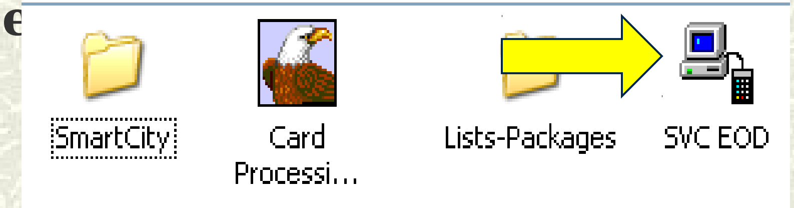
```
*** Press OK to upload records to database ***
*** Transfer in of file is complete. ***
*** Please press the transfer in File button... to locate file for Retrieval ***
```



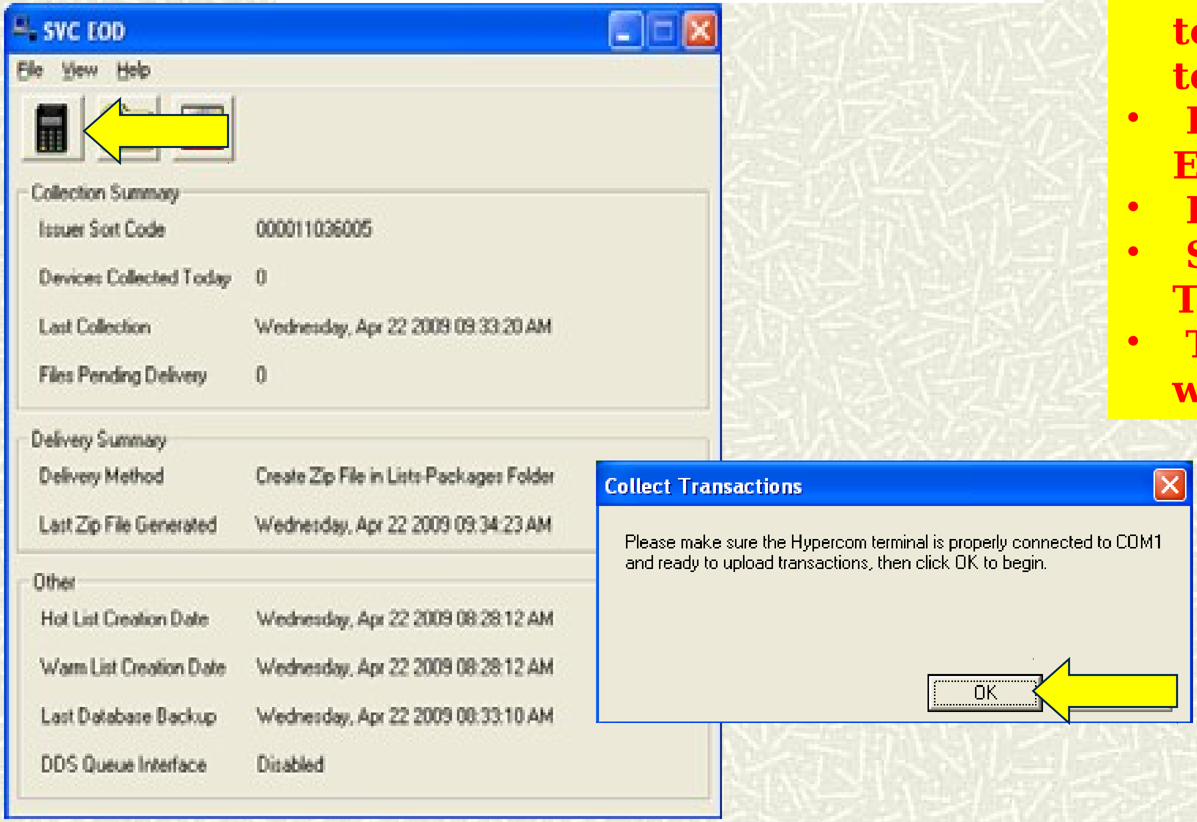
```
*** When Storage is ready push the button at the bottom of the screen ***
*** NOTE: regardless of whether a DD1081 was created ***
*** There is information on this file that MUST BE SENT!!!

PROCESS IS COMPLETE. F                    be copied to diskette.

If this is a large transfer this will take several minutes
```

MERCHANT DEVICE PROCESS – EC/DDS

Merchant’s Point of Sale Collection (1 of 3) - Exchange POS De



- Confirm that the EC laptop and EC POS terminal are connected to power.
- Connect the end of the Hypercom download cable (HDC) to the merchants EC POS terminal.
- From the desktop, select the EagleCash folder.
- Double-click the SVC EOD icon.
- Select the “Collect Transactions” icon.
- The “Collect Transactions” window will appear.



Collection Summary

Issuer Sort Code 000011036005

Devices Collected Today 0

Last Collection Wednesday, Apr 22 2009 09:33:20 AM

Files Pending Delivery 0

Delivery Summary

Delivery Method Create Zip File in Lists-Packages Folder

Last Zip File Generated Wednesday, Apr 22 2009 09:34:23 AM

Other

Hot List Creation Date Wednesday, Apr 22 2009 08:28:12 AM

Warm List Creation Date Wednesday, Apr 22 2009 08:28:12 AM

Last Database Backup Wednesday, Apr 22 2009 08:33:10 AM

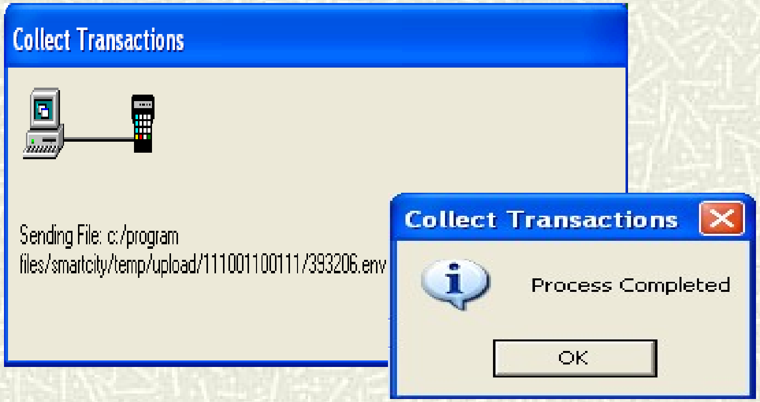
DDS Queue Interface Disabled

Please make sure the Hypercom terminal is properly connected to COM1 and ready to upload transactions, then click OK to begin.

MERCHANT DEVICE PROCESS – EC/DDS (Cont.)

Merchant's Point of Sale Collection (2 of 3) – Exchange POS Device for FC

- **On the EC POS terminal press BATCH.**
  - **An "Enter Password" prompt appears, key the password "0000" on the POS and press enter.**
- **On the Collect Transactions box, click "OK." An updated Collect Transactions box is displayed and the POS terminal transactions are transferred to the ECC laptop.**
- **Once the POS transactions are transferred to EOD, EOD will send the terminal the latest HotList.**
- **When the process is complete, click "OK."**
- **A detail report and a settlement report will print from the ECC POS terminal confirming the transfer.**
- **The ECC POS terminal will display the message "Process Completed."**



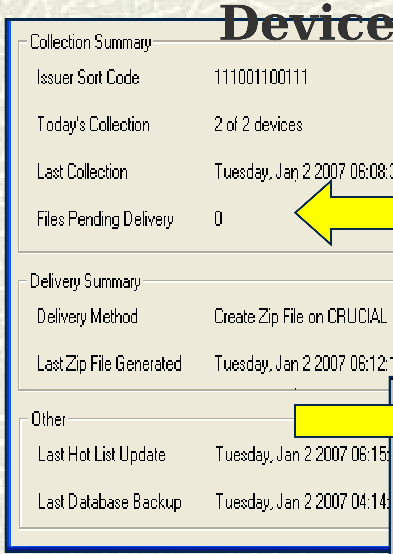
Sending File: c:/program files/smartcity/temp/upload/111001100111/393206.env

Process Completed

MERCHANT DEVICE PROCESS – EC/DDS (Cont.)

Merchant’s Point of Sale Collection (3 of 3) - Exchange POS Device for FC

- An updated “Collect Transactions” window will be on the EC laptop.
- Remove the settlement report from the terminal and retain for cashier records.
- Leave the Detail Report on the EC POS terminal as validation that transactions were uploaded.
- The collected transaction files will be added to the “Files Pending Delivery” in SVC EOD.
- The transaction must be entered into DDS as an exchange transaction.
- The “Merchant POS Sales Transaction” block must be checked, and the NI number will be the device number.



Collection Summary

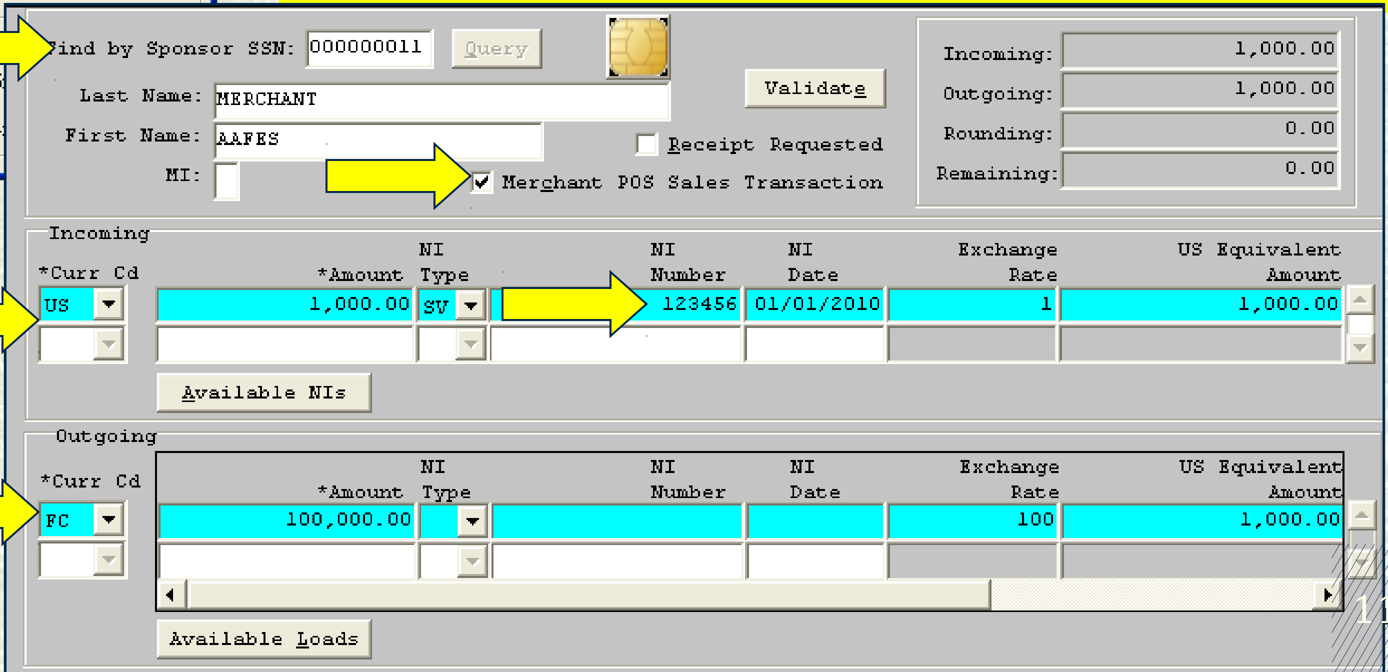
Issuer Sort Code	111001100111
Today's Collection	2 of 2 devices
Last Collection	Tuesday, Jan 2 2007 06:08:31 PM
Files Pending Delivery	0

Delivery Summary

Delivery Method	Create Zip File on CRUCIAL drive
Last Zip File Generated	Tuesday, Jan 2 2007 06:12:13 PM

Other

Last Hot List Update	Tuesday, Jan 2 2007 06:15
Last Database Backup	Tuesday, Jan 2 2007 04:14



Find by Sponsor SSN: 000000011

Last Name: MERCHANT

First Name: AAFES

MI:

☐ Receipt Requested

☑ Merchant POS Sales Transaction

Incoming:	1,000.00
Outgoing:	1,000.00
Rounding:	0.00
Remaining:	0.00

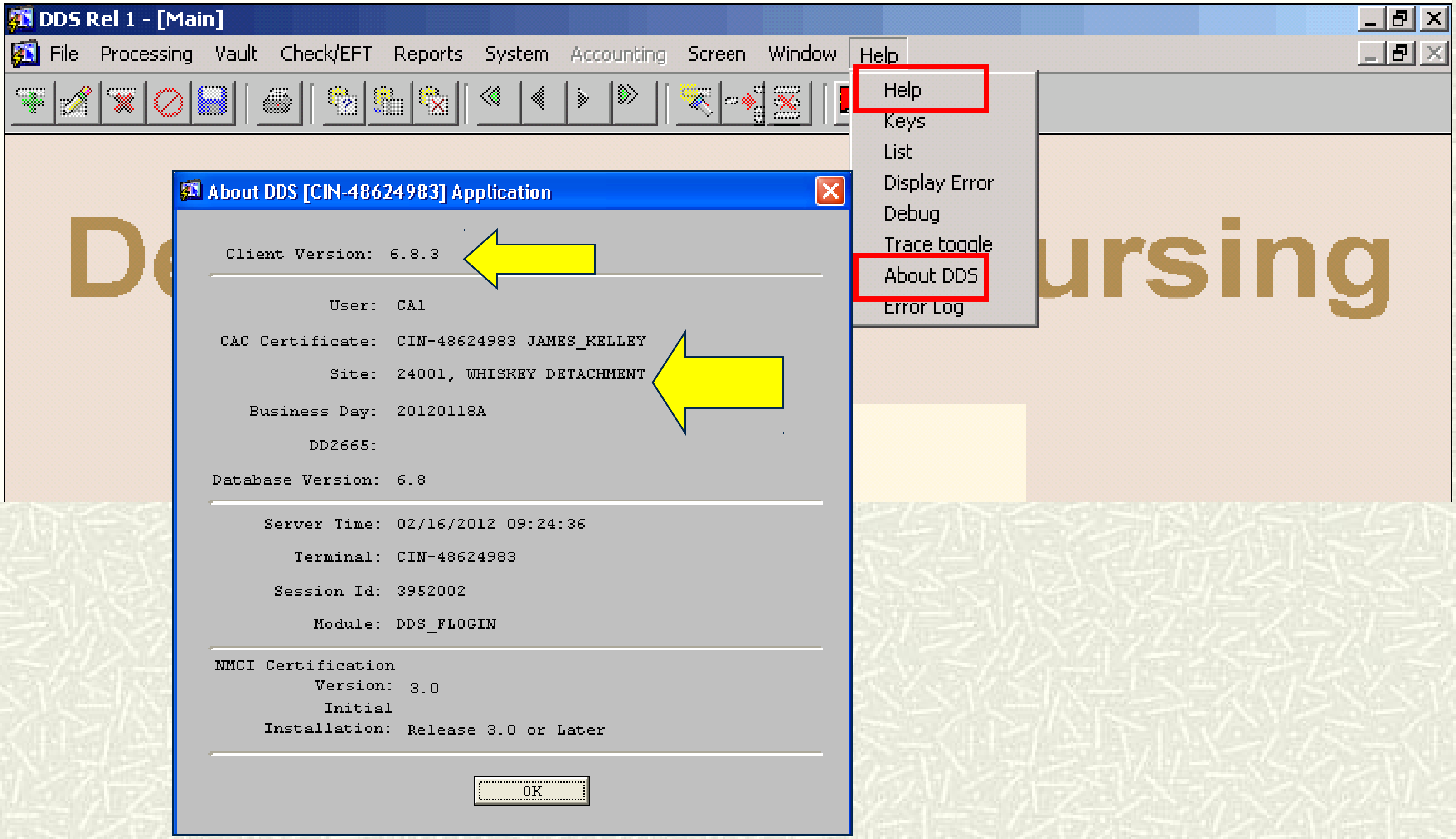
Incoming

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	1,000.00	SV	123456	01/01/2010	1	1,000.00

Outgoing

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
FC	100,000.00				100	1,000.00

DDS HELP MENU


DDS Rel 1 - [Main]
File
Processing
Vault
Check/EFT
Reports
System
Accounting
Screen
Window
Help
Help
Keys
List
Display Error
Debug
Trace toggle
About DDS
Error Log
De
ursing
About DDS [CIN-48624983] Application
OK

Client Version: 6.8.3

User: CA1

CAC Certificate: CIN-48624983 JAMES_KELLEY

Site: 24001, WHISKEY DETACHMENT

Business Day: 20120118A

DD2665:

Database Version: 6.8

Server Time: 02/16/2012 09:24:36

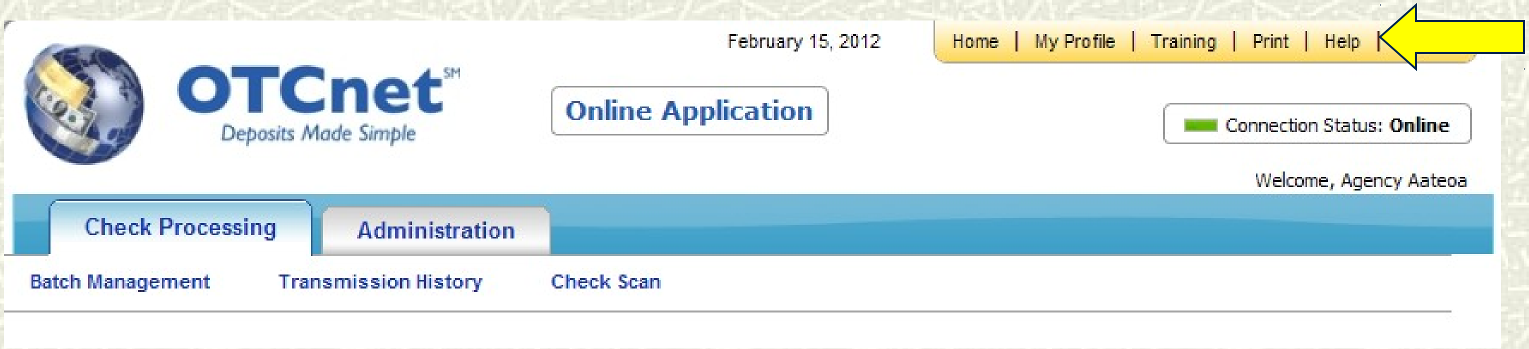
Terminal: CIN-48624983

Session Id: 3952002

Module: DDS_FLOGIN

NMCI Certification
Version: 3.0
Initial
Installation: Release 3.0 or Later

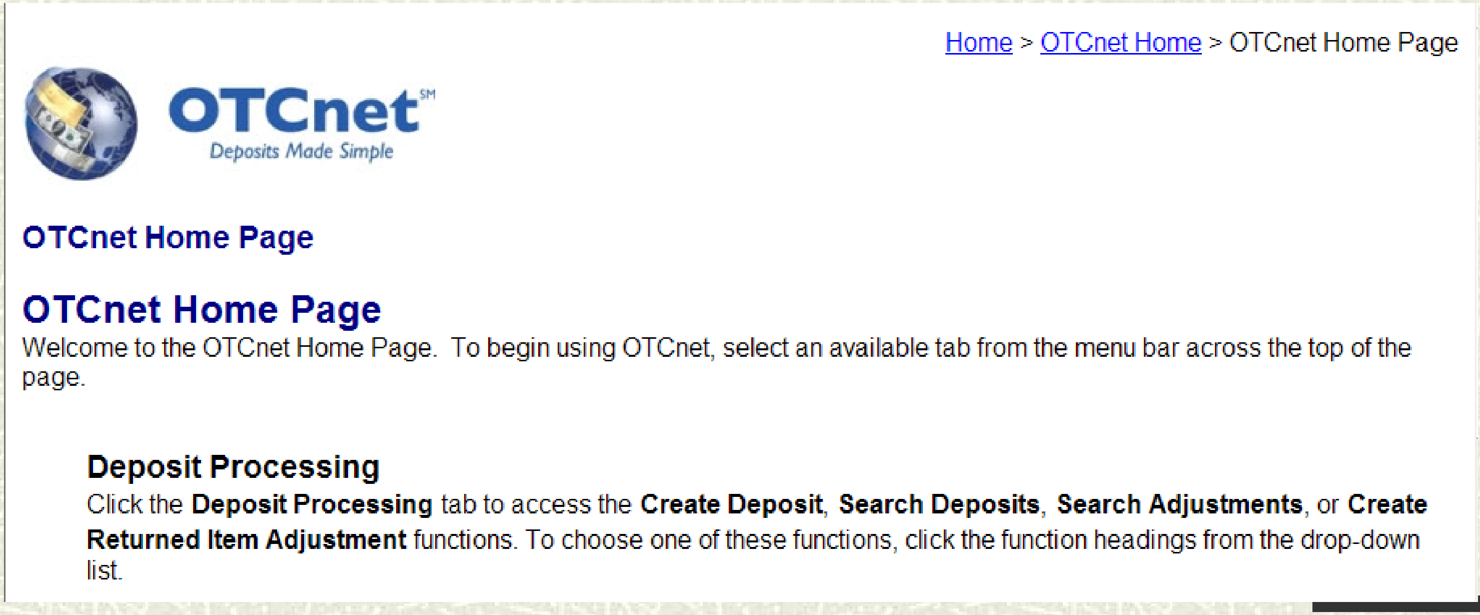
OTCnet HELP MENU


OTCnet SM
Deposits Made Simple
Home | My Profile | Training | Print | Help
Online Application
Check Processing
Administration
Batch Management
Transmission History
Check Scan

February 15, 2012

🟩 Connection Status: **Online**

Welcome, Agency Aateoa


OTCnet SM
Deposits Made Simple

Home > OTCnet Home > OTCnet Home Page

OTCnet Home Page

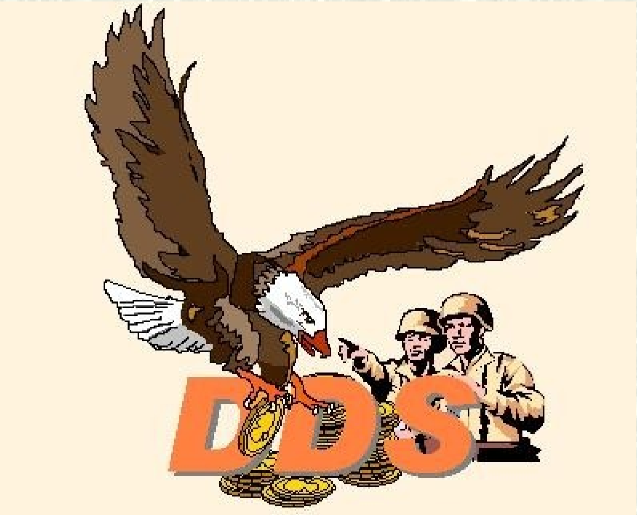
OTCnet Home Page

Welcome to the OTCnet Home Page. To begin using OTCnet, select an available tab from the menu bar across the top of the page.

Deposit Processing

Click the **Deposit Processing** tab to access the **Create Deposit**, **Search Deposits**, **Search Adjustments**, or **Create Returned Item Adjustment** functions. To choose one of these functions, click the function headings from the drop-down list.

DDS
HELP DESK INFORMATION



- Phone Number:
  - Commercial: (317) 212-1490
  - DSN: (318) 699-1490
  - Blackberry: (317) 209-6328

- Training
  - USAFMCOM OST (317) 510-3016

- Email address: cin-ddshelpdesk@dfas.mil

TREASURY OTCnet SUPPORT CENTER INFORMATION

- **Policy and Hardware Requests**
  - **(317) 212-3640 (DSN: 699)**
  - **(317) 212-2664 (DSN: 699)**

- **Training**
  - **USAFMCOM OST (317) 212-3016**

- **OTCnet Treasury Support Center:**
  - **Comm: 1-866-945-7920 Calling From DSN: (First Dial 809-463-3376)**
  - **DSN: 510-428-6824**
  - **OTCnet Mailbox:** FMS.OTCChannel@citi.com
  - **OTCnet Website:** http://www.otcnet.fms.treas.gov

EAGLECASH
HELP DESK INFORMATION

- **Point of Contact**
  - (317) 212-5378 (DSN: 699)

- **Training**
  - USAFMCOM OST (317) 212-3016

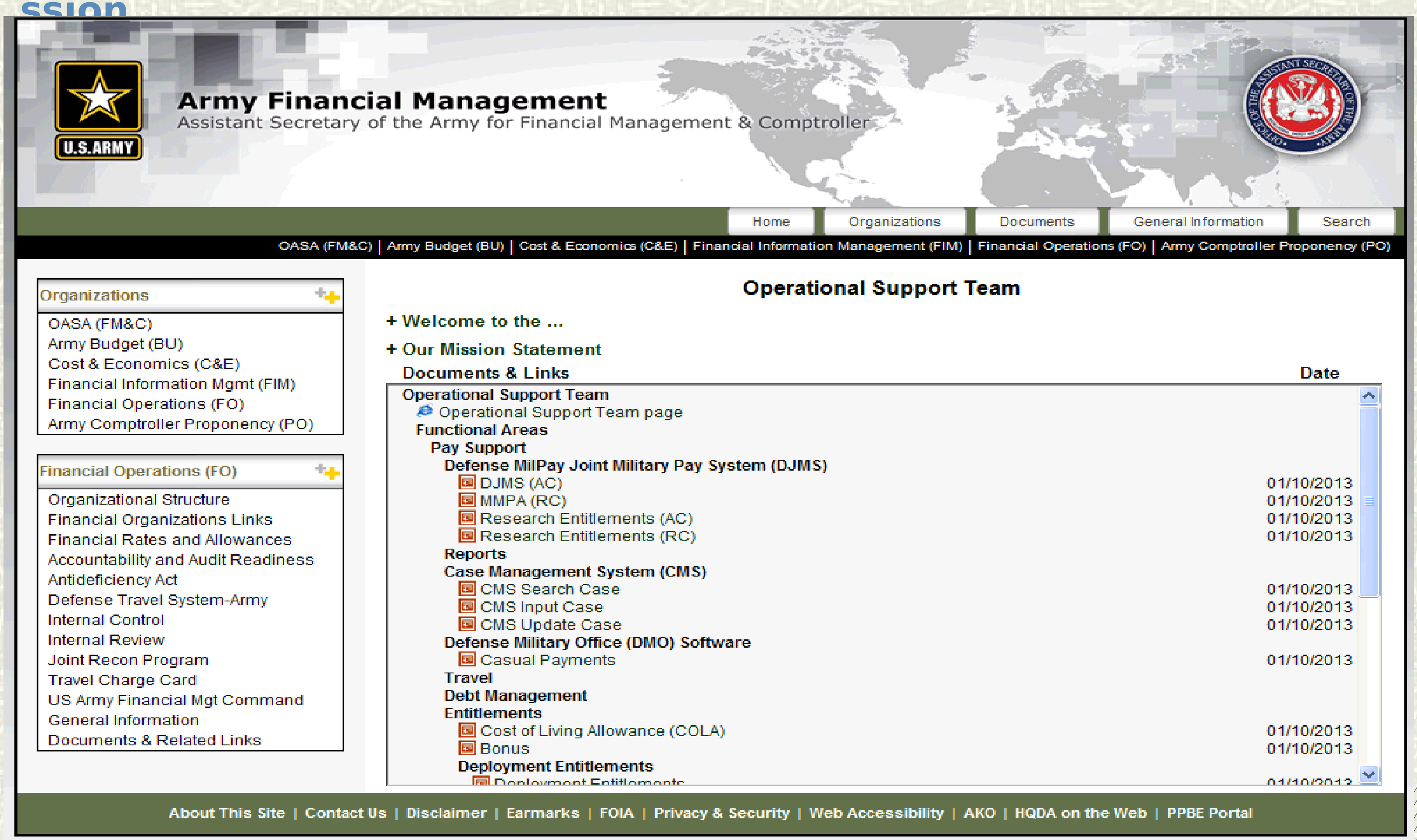
- **EC Customer Service Center**
  - Hours of Operation
    0100 – 1900 hours EST
    Monday – Friday (excluding Federal Holidays)
    DSN: (312) 955 – 3555
  - US Toll Free: 877-973-8982
  - Fax: (617) 973-3898
  - Email: EagleCash on AKO:

(for the latest SOP, Quick Reference Guides, Bulletins, and Newsletters, etc.)

https://www.us.army.mil/suite/page/387344

USAFMCOM
OST WEBSITE INFORMATION

http://asafm.army.mil/offices/FO/OpSupport.aspx?OfficeCode=1500#mission



U.S.ARMY

Army Financial Management

Assistant Secretary of the Army for Financial Management & Comptroller

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Organizations
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Financial Operations (FO)
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- General Information
- Documents & Related Links

Operational Support Team

+ Welcome to the ...

+ Our Mission Statement

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Pay Support	
Defense MilPay Joint Military Pay System (DJMS)	
DJMS (AC)	01/10/2013
MMPA (RC)	01/10/2013
Research Entitlements (AC)	01/10/2013
Research Entitlements (RC)	01/10/2013
Reports	
Case Management System (CMS)	
CMS Search Case	01/10/2013
CMS Input Case	01/10/2013
CMS Update Case	01/10/2013
Defense Military Office (DMO) Software	
Casual Payments	01/10/2013
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Debt Management	
Entitlements	
Cost of Living Allowance (COLA)	01/10/2013
Bonus	01/10/2013
Deployment Entitlements	

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